

SECTION 1 - ADMINISTRATIVE PROCESSING**C2. GENERAL OPERATIONS GUIDANCE****TABLE OF CONTENTS**

C2. GENERAL OPERATIONS GUIDANCE.....	2-5
C2.1. Duties of Key Personnel.....	2-5
C2.1.1. Forward Support Team (FST) Chief.....	2-5
C2.1.2. Resource Analyst.....	2-5
C2.1.3. DRMO Chief/Area Manager.....	2-6
C2.1.4. Site Manager.....	2-8
C2.1.5. Site Leader.....	2-8
C2.1.6. Property Disposal/Environmental Operations Monitor.....	2-9
C2.1.7. Customer Support Specialist (CSS).....	2-10
C2.1.8. Disposal Service Representative (DSR).....	2-11
C2.1.9. Responsible Property Officer.....	2-12
C2.1.10. Accountable Property Officer.....	2-12
C2.1.11. Contracting Officer (CO).....	2-13
C2.1.12. Financial Liability Officer.....	2-13
C2.1.13. HQ DRMS Property Book Officer.....	2-13
C2.2. Written Appointments.....	2-13
C2.2.1. Authority and Accountability.....	2-13
C2.2.2. Centralized Appointment Listing.....	2-14
C2.2.3. Spreadsheet..... Edited Nov 2012/Jan 2013	2-15
C2.2.4. Mandatory appointments.....	2-15
C2.3. Situation Reporting (SITREP).....	2-17
C2.3.1. Significant Events.....	2-17
C2.3.2. When Required.....	2-17
C2.4. Real and Personal Property Distinction.....	2-18
C2.4.1. Disposition Restriction.....	2-18
C2.4.2. Personal Property Disposition.....	2-19
C2.5. Processing Incoming Mail, Correspondence and Outgoing Mail.....	2-19
C2.5.1. Procedures.....	2-19
C2.6. Publications and Forms.....	2-21
C2.6.1. Requisitioning Host and Hard-Copy DRMS Publications.....	2-21
C2.6.2. Requisitioning Forms.....	2-21
C2.6.3. Standard Form 97, Control and Usage.....	2-22
C2.6.4. DLA Form 1822, End Use Certificate (EUC).....	2-24
C2.6.5. DRMS Inspection Log CAMS Version Replaced in its entirety 26 Feb 2010.....	2-25
C2.6.6. Forms Enclosure.....	2-27
C2.7. Compliance Program (See DRMS-I 4155.1.).....	2-27
C2.8. Managing Workload Increases.....	2-27
C2.8.1. Management Techniques.....	2-27
C2.8.2. Receiving Unprocessed Receipts	2-28
C2.9. Memorandums and Interservice Support Agreements (ISAs)(Edited Nov 2012)...	2-29

Section 1 - Administrative Processing
Chapter 2 – General Operations Guidance

C2.9.1. Receipt-In-Place Memorandums.....	2-29
C2.9.2. Receipt-In-Place Memorandums (Environmental).....	2-30
C2.9.3. Exchange or Sale Memorandums.	2-30
C2.9.4. Range Residue Memorandums.....	2-31
C2.9.5. Service Delivery Model Memorandums - Reserved.	2-31
C2.9.6. Federal Civil Agency (FCA) Memorandums of Agreement.....	2-31
C2.9.7. MOA with the US Coast Guard.	2-35
C2.9.8. Interservice Support Agreements (ISA)(Edited Nov 2012).....	2-35
C2.9.9. Receipt In-Place Location (RIPL) or Satellite Memorandums.	2-36
C2.9.10. Precious Metals Recovery Program ISAs.	2-36
C2.10. Minute Samples.	2-37
C2.10.1. Customer Examination.	2-37
C2.10.2. Approval Required.	2-37
C2.10.3. Transportation.	2-38
C2.10.4. Hazardous Property.	2-38
C2.10.5. Certification.	2-38
C2.11. Testing Electrical Items.	2-39
C2.11.1. Restrictions.	2-39
C2.12. Testing Vehicles.	2-39
C2.12.1. Restrictions.	2-40
C2.13. Chain Of Command Photos and DRMS Logos.	2-40
C2.13.1. Photos.	2-40
C2.13.2. The DLA/DRMS Logo.....	2-40
C2.14. Telecommunications Support.....	2-41
C2.14.1. Requirements.....	2-41
C2.14.2. Administrative Visits.	2-41
C2.14.3. Long Distance Telephone Service.	2-41
C2.14.4. DRMOs are responsible for:.....	2-42
C2.15. Facilities, Equipment and Supplies.	2-42
C2.15.1. Physical Facilities.	2-42
C2.15.2. Facilities Planograph.	2-43
C2.15.3. Location Numbering System.	2-44
C2.15.4. Signage.....	2-46
C2.15.5. Weigh Scales.	2-46
C2.15.6. Precious Metals Scales.	2-47
C2.15.7. Vehicles.....	2-48
C2.15.8. Property Accountability and Responsibility (DRMS-Owned Property).....	2-48
C2.15.9. Hand Receipt Holder (HRH).....	2-51
C2.15.10. Equipment Management.	2-52
C2.15.11. Requisitioning and Disposing of Minor (non-controlled) Equipment.	2-53
C2.15.12. Requisitioning Minor Equipment through Host Base Supply Officer.....	2-54
C2.16. Government-wide Purchase Card (GPC).....	2-55
C2.16.1. Primary Method.....	2-55
C2.17. Packaging, Crating and Handling (PC&H).....	2-56
C2.17.1. Procedures.....	2-56
C2.18. Transportation.....	2-56

Section 1 - Administrative Processing
Chapter 2 – General Operations Guidance

C2.18.1. Fund Cites	2-56
C2.18.2. Reutilization.....	2-58
C2.18.3. Sales Shipments.	2-59
C2.18.4. Precious Metals.....	2-59
C2.18.5. Hazardous Property.	2-60
C2.18.6. Shipments to DEMIL Centers.....	2-60
C2.18.7. Medical Items.	2-61
C2.18.8. Shipments from DRMO to DRMO.	2-61
C2.18.9. Misshipments.	2-62
C2.18.10. Foreign Military Sales (FMS).....	2-62
C2.18.11. FedEx Option.	2-63

TABLE OF FIGURES

Figure 1 - Written Appointment Spreadsheet Set-Up.....	2-15
Figure 2 - Certification for Taking or Receiving a Sample.....	2-39

SECTION 1 - ADMINISTRATIVE PROCESSING

C2. GENERAL OPERATIONS GUIDANCE

C2.1. Duties of Key Personnel.

NOTE: How To Notify The DRMS Director About Urgent Incidents.

<https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf>

Personnel assigned these key positions will perform duties within their Position Description.

C2.1.1. Forward Support Team (FST) Chief.

C2.1.1.1. Maintain administrative, operational and environmental control of DRMOs within the FST.

C2.1.1.2. Formulate FST Budget, as required.

C2.1.1.3. Resource DRMOs within the FST.

C2.1.1.4. Report to DRMS Command, as appropriate.

C2.1.1.5. Customer assistance, problem solving/and feedback.

C2.1.1.6. Roll out of specific initiatives.

C2.1.1.7. Audit participation for Government-wide Purchase Card (GPC), Compliance Assistance Visits/Self Assessments, (CAV/SA), Financial Liability Investigation of Property Loss (FLIPL), and Precious Metals Recovery Program (PMRP) review.

C2.1.2. Resource Analyst.

C2.1.2.1. Provide operational oversight of the FST operating budget. Maintains records, which thoroughly and accurately reflect expenditure of funds enabling easy audit and verification of claims for reimbursement of cost.

C2.1.2.2. Prepare cost estimates and justifications for annual resource requirements.

C2.1.2.3. Review all funding documents prior to processing (MIPRs, PR, travel orders, training etc.)

C2.1.2.4. Certify payments to vendors.

C2.1.2.5. Balance Automated Accounting System (AAS) targets with documents.

C2.1.2.6. Maintain annual budget authority for the FST.

C2.1.2.7. Prepare unfunded requirements.

C2.1.2.8. Resolve payment problems with DFAS.

C2.1.2.9. Interservice Support Agreements (ISA) coordinator, prepare personnel actions, training coordinator, TEAMS/ATTAPS coordinator.

C2.1.2.10. Coordinate with Forward Support Team on Staffing Plans and provide execution plans as well as justification to DRMS.

C2.1.2.11. Prepare various management reports used by upper management (Overtime reports, unprocessed receipts and Significant Activity Reports (SAR)).

C2.1.3. DRMO Chief/Area Manager.

C2.1.3.1. Accept property accountable record or request a wall-to-wall inventory to resolve any discrepancies within 30 days of report date.

C2.1.3.2. Approve adjustments to the accountable record. See Section 2, Chapter 2, Property Accounting.

C2.1.3.3. Deleted. Jan 2012

C2.1.3.4. Locate, review and maintain personnel records.

C2.1.3.5. Ensure Chain of Command pictures are current. (See this Section, Chapter 2 - General Operations Guidance).

C2.1.3.6. Submit requests for all appropriate automated systems, for example, DAISY, BOSS, etc.

C2.1.3.7. Review and update DRMO Briefing charts.

C2.1.3.8. Review Interservice Support Agreement (ISA), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU); update as appropriate.

C2.1.3.9. Ensure required inspections are performed.

C2.1.3.10. Ensure official DRMS files are established and properly maintained.

C2.1.3.11. Ensure Key Control is in accordance with Physical Security Requirements.

C2.1.3.12. Complete/update mandatory written appointments at Central/Satellite sites as required.

C2.1.3.13. Act as Accountable Property Officer Representative (APOR) and reviews DRMO-Hand Receipt and DRMO assigned property. This cannot be delegated.

C2.1.3.14. Review DRMS-I 4155.1, DRMS Compliance Assistance Program. Review schedule of Self-Assessment and required inventory reports.

C2.1.3.15. Ensure receiving coordinator function is present at each DRMO.

C2.1.3.16. Responsible for providing:

C2.1.3.16.1. Accident prevention.

C2.1.3.16.2. Fire prevention and protection.

C2.1.3.16.3. Industrial and environmental protection.

C2.1.3.16.4. Mishap reporting.

C2.1.3.16.5. Minimum safety standards.

C2.1.3.16.6. Occupational health services.

C2.1.3.16.7. Prompt corrective action for any and all spills or leaks.

C2.1.3.16.8. Safety training.

C2.1.3.16.9. Safe personal protection clothing and equipment.

C2.1.3.16.10. Approve appropriate transportation charges.

C2.1.3.17. The DRMO Central Chief has command responsibility and ensures that adjustments are properly documented, approved or submitted for approval.

C2.1.3.17.1. The **DLA Disposition Services** Area Manager cannot be the APO or the RPO. The Area Manager must appoint an APO, RPO and alternates in writing. ~~At sites that are operating under an A-76 PWS, the PA will appoint an RPO. RPO duties are to be performed by the PA pursuant to the PWS.~~ Appointment letters for all APOs and RPOs must be in writing **and retained on file**. ~~Send a copy of APO appointment letters to DRMS-BLP (DRMS-J322).~~ Appointment of APO also requires completion of Certificate of Transfer. Refer to this section, paragraph C2.1.4.17.1.3. **(Edited Sep 2012)**

C2.1.3.17.1.1 The Central DRMO Chief can designate the Site Manager or Leader to approve adjustments only if the Manager/Leader is not the RPO. For impacted sites that do not have an RPO assigned, the Central DRMO Chief (or Area Manager) may designate the Site Leader to sign block 12 of the DD Form 200, FLIPL. Refer to Section 4, Supplement 2, Chapter 2 Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records for additional information about adjustments and corrections to the accountable record.

C2.1.3.17.1.2 If the Central DRMO Chief delegates authority as Acting Chief to the RPO during absences, an alternate RPO must be appointed by the Central DRMO Chief for that time, if one has not already appointed.

C2.1.3.17.1.3 When appointing a new APO, the **DLA Disposition Services** Area Manager or Site Leader/Manager (when the signatory is not area manager) must ensure the transfer of accounts between the losing and gaining APOs. The Area Manager or Site Leader will prepare an appointment letter designating the new APO and complete the Certificate of Transfer. The Certificate of Transfer must be signed by the gaining APO, losing APO, and **DLA Disposition Services** Area Manager or Site Leader and **retained on file**. ~~The appointment letter and signed Certificate must be forwarded through the FST to DRMS-OP within 10 days of APO assignment.~~ See Section 4, Supplement 2, Property Accounting, Enclosure 2, for the Certificate of Transfer. **(Edited Sep 2012)**

C2.1.3.17.1.4 Personnel appointed as APOs and RPOs must be Government employees. Contractors are prohibited from performing the duties of APO or RPO. Appointments for Foreign Nationals to act as an APO must be approved by the **Disposition Services** Area Manager and Disposition Service Director (DSD). **Area managers will forward requests to the Disposition Service Director (DSD) for approval. Send a copy of the APO appointment letters to DRMS-BLP (DRMS-J322).** Edited Apr 2012.

C2.1.3.17.2. At A-76 sites: The PA leader will provide the DRMS Contracting Officer (CO) or Designee with an official document designating the RPO and alternate RPO names and signatures.

C2.1.4. Site Manager.

C2.1.4.1. Supervises employees at the Satellite.

C2.1.4.2. Reports to the DRMO Chief.

C2.1.5. Site Leader.

C2.1.5.1. Is Non-supervisory.

C2.1.5.2. Reports to the DRMO Chief.

C2.1.6. Property Disposal/Environmental Operations Monitor.

C2.1.6.1. Maintains a close rapport with all generating activities at the Supply and Environmental (Engineer) Command level at each generating activity at sites with no DRMO within the assigned geographical area.

C2.1.6.2. Visits the Base/Installation Commanders as often as needed to maintain a solid working relationship.

C2.1.6.3. Takes a “pulse” of individual customers on the ground level periodically to ensure DRMS/individual Forward Support Teams are meeting their needs. Assistance or changes requested will be initiated upon request if within the scope of the Operation Monitor’s control or hands off to the DRMO, or elevates immediately for action.

C2.1.6.4. Treats Reutilization, Transfer and Donation (RTD) customers along and sales partner(s) with equal concern and enthusiasm.

C2.1.6.5. Provides advice and guidance to agencies and/or holding activities on the interpretation and use of disposal policies.

C2.1.6.6. Provides generating activities with consistent, value added service and advice without adversely impacting operational capabilities.

C2.1.6.7. Reviews disposal of hazardous material/hazardous waste and ensures it is always in compliance with the laws and within the desires of the customer (if legally possible). Sensitizes DRMO employees and the Forward Support Team Manager to the unique constraints, concerns or needs of various Military Commands or customers that are offsite from the DRMO.

C2.1.6.8. Validates Material Potentially Presenting an Explosive Hazard (MPPEH) and DEMIL requirements are strictly complied with, at the request of the Forward Support Team Manager, DRMO Chief or customer.

C2.1.6.9. Keeps a high degree of safety awareness and security control throughout the disposal process across the Forward Support Team.

C2.1.6.10. Negotiates arrangements and alliances (in tune with the command vision) with customers having specific needs as “virtual DRMO” operations unfold.

C2.1.6.11. Prepares or demonstrates capabilities of this newly automated disposal method and the operational processes and technicalities.

C2.1.6.12. Assists the Forward Support Team Manager in human resource and fiscal management. Analyzes business based performance measures and

the quality of the customer service provided. Develops solution-based recommendations to enhance both. Ensures maintenance of high quality and critical disposal and customer programs.

C2.1.6.13. Assists the Forward Support Team Manager in the strategic planning process to align DRMS/DLA/DOD objectives. Helps develop method/means of accomplishing objectives/improvements. Actively involved in the development of the customer/client relationship; leadership assessment; regulatory/statutory compliance; customer satisfaction; application of new information technology; disposal process improvement/training; and, disposal transportation solutions for Forward Support Team wide operations.

C2.1.6.14. Assesses individual DRMO customer effectiveness. Provides Forward Support Team Manager with data/ information to evaluate operations and customer service quality overall. Recommends customer process improvements and assists in the implementation. Provides information to DRMO Chiefs on customer issues.

C2.1.6.15. Acts as a Command Report of Survey Officer (CRSO) as assigned to validate reports of survey and credibility of the disposal inventory; and, acts as a DRMS catalyst for change in the field. Understands current DRMS/DLIS/DOD strategic plan and any directional changes that occur to ensure all DRMOs in their service area adhere to these changes. Constantly studies the latest changes within DRMS and helps implement these changes at the DRMOs they service.

C2.1.7. Customer Support Specialist (CSS).

C2.1.7.1. The CSS manage Service Level broad issues, MAJCOM and above level.

C2.1.7.2. Attend customer meetings and conferences to advise on disposal issues.

C2.1.7.3. Provide technical advice, liaison, and customer assistance to assigned customer group.

C2.1.7.4. Conduct customer training on DRMS systems/programs.

C2.1.7.5. Team with field activities to resolve customer issues.

C2.1.7.6. Develop lines of communication with customers.

C2.1.7.7. Analyze customer disposal and R/T/D activates to assess customer needs and requirements.

C2.1.8. Disposal Service Representative (DSR).

C2.1.8.1. Face of DRMS to the transactional customer.

C2.1.8.2. Assist the customer by making disposal decisions regarding property at the customer's location, sending property directly to its ultimate location whenever possible, thereby reducing the number of times it has to be handled.

C2.1.8.3. Act as the customer's advocate in the solution of both common and unique disposal issues.

C2.1.8.4. Enhance the position of the DRMS as a part of the supply chain by helping the customer with Reutilization issues and assisting with the process.

C2.1.8.5. Facilitate disposal services and make disposal decisions at a customer's generating location. This includes assisting customers in turning in property to a performing activity (PA) cross-docking site; making disposal decisions on property at the customer's location, to include downgrade on receipt to a co-located scrap accumulation, direct shipments to demilitarization (DEMIL) centers, coordinating direct shipments to the demanufacturing and precious metals contractors (assisting with delivery order requests, etc); assisting customers with receipt in place and facilitating the removal of this property; assisting customers in requisitioning property.

C2.1.8.6. Promote maximum reuse of property through contact with potential customers.

C2.1.8.7. Promote the DOD Precious Metals Recovery Program (PMRP) to DOD activities and other Federal agencies.

C2.1.8.8. Resolve, through close coordination with local GSA Area Utilization Officer and GSA Region, any question involving the priority between civil agency redistribution requests and/or donation requests.

C2.1.8.9. Administer the advertising and promotional aspects of DRMS redistribution operations.

C2.1.8.10. Provide marketing technical assistance and guidance to property generators for sale/property removal requirements and establishes generator responsibilities for the sale of property not in physical custody of DRMS.

C2.1.8.11. Receive and process property in place at the generator's location per the terms and conditions of a MOA between the generator and the Area Manager.

C2.1.8.12. Downgrade usable property to scrap according to applicable regulations.

C2.1.8.13. Maintain liaison with generating activities to establish turn-in schedules.

C2.1.8.14. Contact local technically qualified DOD representatives to obtain clarification/additional information needed to resolve questionable DEMIL codes.

C2.1.8.15. Recommend the most cost effective manner of accomplishing DEMIL.

C2.1.9. Responsible Property Officer.

C2.1.9.1. Responsible for exercising care, physical custody and safekeeping of property entrusted in his/her possession or under his/her supervision.

C2.1.9.2. Cannot approve adjustments.

C2.1.9.3. If required, complete receiving responsibilities.

C2.1.9.4. Cannot be the APO.

C2.1.10. Accountable Property Officer.

C2.1.10.1. Maintain the DRMS Automated Systems Information (DAISY) accountable record for the Government, to ensure its accuracy.

C2.1.10.2. Cannot approve adjustments.

C2.1.10.3. Correct errors in the DRMO inventory, as authorized.

C2.1.10.4. Input gains/losses and DTID Restarts (except as the result of a partial issue), as appropriate.

C2.1.10.5. Review all placards, certificates and adjustment vouchers for correct authorizations and certifications.

C2.1.10.6. Guard against irregularities and discrepancies by reviewing daily transactions against source documents. Take action to notify DRMO Chief when discrepancies reach 5%.

C2.1.10.7. If required, complete receiving responsibilities.

C2.1.10.8. Deleted Jan 2012.

C2.1.10.9. Cannot be the RPO.

C2.1.11. Contracting Officer (CO).

C2.1.11.1. Contracting Officers appoint Contracting Officer's Representative (COR)/Contracting Officer Technical Representative (COTR).

C2.1.11.2. COR/COTR perform duties as stipulated in writing by Contracting Officer.

C2.1.12. Financial Liability Officer.

C2.1.12.1. Selected/appointed in writing by the Appointing Authority on an as needed basis. Is not required to be listed on the Centralized listing, as an appointment is indicated on an as-needed basis for discrepancy research.

C2.1.12.1.1. Should be senior in grade to the APO and RPO.

C2.1.12.1.2. Should not have direct interest in the property.

C2.1.13. HQ DRMS Property Book Officer.

C2.1.13.1. Appoints DRMO Accountable DRMO-Equipment Officer.

C2.2. **Written Appointments.**

C2.2.1. Authority and Accountability.

C2.2.1.1. DRMO Chiefs/DEMIL Center Chiefs assign specific DRMO responsibilities that require individual accountability. These assignments are normally required by a higher authoritative document such as the Federal Management Regulation (FMR), the Financial Management Regulation, DOD 4160.21-M, DOD 4160.28-M, etc. These documents call for designations to be made periodically; e.g., annually, as employees rotate, when management changes occur, when new requirements are received, etc. Assignments must be confirmed by an appointee's original signature.

NOTE: The selection of chiefs at OCONUS and Central DRMOs are not written appointments. The stipulations for overseas DRMO Chief selection are that personnel assigned to these positions will be U.S. citizens, either military or civilian, unless exception is provided by DLA.

C2.2.2. Centralized Appointment Listing.

C2.2.2.1. The preferred method used for DLA Disposition Services implementation is a Centralized Appointment Listing containing a signature column next to each appointment for each appointee to sign or they may sign and date a separate “signature” page, or attach signed Letter of Appointment behind a Centralized Appointment Listing (eliminating the need for duplicate signatures) which will become part of the Centralized Appointment Listing. New appointments are made as necessary or are extended on an annual basis (preferably in January of each calendar year). The DLA Disposition Services Site Chief will validate appointments by signing and dating the spreadsheet/listing. The site can then scan copies of an original signature page and e-mail in order to maintain a centralized file. Edited May 2012

C2.2.2.2. Appoint primary and alternate positions, to the greatest extent possible, to ensure adequate coverage for absences. Consider appointments that best suit the employee. Additionally, do not appoint duties that would be in conflict with one another.

C2.2.2.3. Scan the Centralized Appointment Listing and all attached documents to include the “signature” page and provide internally to DLA Disposition Services. ~~and to organizations having requirements to verify appointments/signatures.~~ Edited May 2012

C2.2.2.3.1. For internal controls a scanned copy of the Letter of Appointment ~~appointment letter~~ must be maintained by the DLA Disposition Services Site Chiefs at their Hubs. A copy should also be maintained at the Offsite Branch locations for individuals appointed at those sites. A copy will also be maintained by the Training Coordinator for verifying appointment and signature authorizations.
Edited May 2012

C2.2.2.4. Update throughout the year as personnel rotate, assignments/duties change or a new employee is assigned a written appointment. As changes occur update the spreadsheet, rescan and redistribute.

C2.2.2.5. Minor changes can be annotated on the spreadsheet/listing; however, when the signature of the newly appointed personnel is required, the listing must be updated to include the signature.

NOTE: Contracting Officer, COR/COTR, Sales Contracting Officer, and Delivery Officer appointments are handled separately. Contracting Officers appoint Contracting Officer’s Representative/Contracting Officer Technical Representative. Sales

Contracting Officers are appointed by the Director, **DLA Disposition Services J4**. The base commander appoints the Delivery Officer when property is released by other than DRMO personnel. They are completed in official letter format, and not annotated on the listing/spreadsheet. See Section 2, Chapter 6, Sales Program.

Edited May 2012

C2.2.3. Spreadsheet.(Centralized Appointment Listing) **Edited May 2012**

Figure 1 - Written Appointment Spreadsheet Set-Up

Name	Primary or Alternate P/A	Authoritative Document	Appointment Date	Appointee's Signature	Chief „s Initials
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C2.2.3.1. Supplemental Instructions.

Use of a spreadsheet in lieu of individual appointment letters is authorized, however a separate Written Appointment Spreadsheet for **APO and RPO Demil Certifier, Verifier, and Coordinator (DRMS Form 2041), must be used to document demil **those** appointments (see paragraph C2.1.3.17.1). A sample can be found in Section 4, Supplement 2, Chapter 4, Enclosure 3. Copies may be made locally so long as they contain the same information. **Edited Nov 2012/Jan 2013****

C2.2.4. Mandatory appointments (All require Letters of Appointment) **Edited May 2012**

C2.2.4.1. Abandonment or Destruction Officer (See DOD 4160.21-M, Chapter 8, paragraph B1a and DRMS-I 4160.14, Section 2, Chapter 7, Scrap).

C2.2.4.2. Accountable Property Officer (APO)/Alternate APO. See Section 2, Chapter 2, Paragraph C2.4.2.3

C2.2.4.3. Cashier. Primarily in overseas and HQ locations. See Section 2, Chapter 6, Sales Program.

C2.2.4.4. Commercial Venture Coordinator. See Section 2, Chapter 6, Sales.

C2.2.4.5. DEMIL Coordinator. See Section 2, Chapter 4, DEMIL.

C2.2.4.6. DEMIL Certifier/Verifier. See Section 2, Chapter 4, DEMIL.

C2.2.4.7. Downgrade Designee. Cannot be APO or RPO. See Section 2, Chapter 2, Property Accounting.

C2.2.4.8. DRMO Security Coordinator. See this Section, Chapter 4 - Security.

C2.2.4.9. Fire Marshall. See this Section, Chapter 3 - Safety.

C2.2.4.10. Hand-Receipt Holder. Responsible for property on their hand receipt account, i.e., operating equipment/supplies used to perform daily disposal mission. See DRMO Operating Equipment Procedures under “Comptroller” for SOP <<https://www.drms.dla.mil/drms/intranet/suppservices/desktopref.pdf>>.

C2.2.4.11. Key Control Officer. See this Section, Chapter 4 - Security.

C2.2.4.12. Mail Pick Up and Receipt. See this chapter - paragraph C2.5.

C2.2.4.13. Organizational Requirements Clerk (ORC) Duties include maintaining and updating the DRMO publication library for those publications required by local authority or Host Country or that cannot be found on the World Wide Web. See this Section, Chapter 1 - Administration.

C2.2.4.14. Precious Metals Monitor. See Section 2, Chapter 7, Scrap Programs.

C2.2.4.15. Recycling Control Point (RCP) Liaison. See Section 2, Chapter 9, RCP Program. Also see home page “RCP Roles” <<https://www.drms.dla.mil/rtd03/documents/RCP/sop/rcp-roles.pdf>>.

C2.2.4.16. Releasing Personnel. Where personnel resources permit, DRMO individuals responsible for signing release documents for sold property will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reason for deviating from it and place it in the official administrative files. Do not consider the APO for this appointment. (Non A76 sites only).

C2.2.4.17. Responsible Property Officer (RPO). The RPO cannot be the same person as the APO and cannot approve adjustments. See this chapter, paragraph C2.1.18.

C2.2.4.18. Safety Monitor. See this Section, Chapter 3 - Safety.

C2.2.4.19. Weigh Master. See Section 2, Chapter 7, Scrap Programs.

C2.2.4.20. Mutilation certifier/verifier. See Section 2, Chapter 4. Demilitarization Program.

C2.2.4.21. Classified Incident Officer. Responsible for handling any classified incidents at the DRMO/DEMIL Center/Controlled Property Center. Individual will be responsible for following requirements for handling and reporting classified incidents. Refer to the following references in DRMS 4160.14:

- C2.2.4.21.1. Section 1, Paragraph C2.2.4.
- C2.2.4.21.2. Section 1, Paragraph C2.3.2.
- C2.2.4.21.3. Section 1, Paragraph C4.6.8
- C2.2.4.21.4. Section 2, Paragraph C1.4.3
- C2.2.4.21.5. Section 2, Paragraph C1.2.1.7.8.1
- C2.2.4.21.6. Section 2, Paragraph C1.2.1.7.8.2
- C2.2.4.21.7. Section 2, Paragraph C1.2.1.7.8.3
- C2.2.4.21.8. Section 2, Paragraph C1.4.5.1
- C2.2.4.21.9. Section 2, Paragraph C1.4.6.4

C2.3. Situation Reporting (SITREP).

NOTE: How To Notify The DRMS Director About Urgent Incidents.

<https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf>

C2.3.1. Significant Events.

C2.3.1.1. Situation reporting is the medium that is used to inform DRMS officials of emergencies or urgent incidents around the clock. A SITREP is to be provided for a significant event, which has a negative impact on mission accomplishment, may require headquarters assistance, or may cause embarrassment to the Agency. DRMS Instruction 3020.1 sets forth reporting criteria.

C2.3.2. When Required.

C2.3.2.1. The DRMO is required to submit a SITREP, within 8 hours of the incident, for the following:

- C2.3.2.1.1. ADP/System Failure.
- C2.3.2.1.2. Adverse Publicity.
- C2.3.2.1.3. MPPEH/MLI.
- C2.3.2.1.4. Break-In/Theft/Bomb Threat.

C2.3.2.1.5. Classified.

C2.3.2.1.6. Facility/Equipment/Fire/Natural Disaster.

C2.3.2.1.7. Hazardous/Discovery of HM.

C2.3.2.1.8. Injury/Death (includes Government contract employees).

C2.3.2.1.9. Radioactivity.

C2.3.2.1.10. Special Situation.

C2.3.2.1.11. Temporary Closure.

C2.3.2.1.12. Utility Outage.

C2.3.2.1.13. Visitors/Environmental Inspection.

C2.3.2.2. Users will access the new system, which is web based, at <https://drmsweb.drms.dla.mil/sitrep/MainMenu.asp>. A password is required.
Edited URL 18 Feb 2008.

C2.3.2.3. If a DRMO is unable to submit a SITREP, elevate through the Central DRMO to the FST. If the SITREP program is not available, e-mail the SITREP Program Manager at: [DRMS SITREP Prog Mgr](#).

C2.3.2.4. Matters such as questions, requests to reopen CLOSED SITREP(s) and input problems should be e-mailed to the Program Manager.

C2.4. Real and Personal Property Distinction.

C2.4.1. Disposition Restriction.

C2.4.1.1. DRMS does not have authority to sell or otherwise dispose of real property. Real property is defined as any land, buildings, structures, utilities systems, improvements and appurtenances thereto. This includes equipment attached to and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

C2.4.1.2. All improvements, structures and fixtures, when designated for disposition with the underlying land, are real property and must be handled as such. Any installation custodian requesting assistance in the disposition improvements, structures, or fixtures should be advised to either use the authority contained in ASPR 16-404 or elevate the issue/disposition through service channels to Assistant Secretary of Defense (ASD) level. If questions arise that cannot be answered at the local level, they should be referred to DRMS

Operations for final determination(s).

C2.4.2. Personal Property Disposition.

C2.4.2.1. When real property is designated for disposition without the underlying land, prefabricated movable structures such as Butler-type storage warehouses, Quonset huts and house trailers (with or without undercarriages), it may be disposed of as personal property. Residue from the demolition or dismantling of real property, such as scrap lumber, fuel tanks, etc., which is determined by the owning agency to be personal property, may be disposed of through sales.

C2.4.2.2. DRMOs receiving requests to dispose of real property through sale will obtain a written statement from the installation custodian stating that the residue is personal property and should be processed as such through the local DRMOs.

C2.5. Processing Incoming Mail, Correspondence and Outgoing Mail.

C2.5.1. Procedures.

C2.5.1.1. Generally, the DRMO must pick up mail in person versus postal delivery. Designate, by letter, the appropriate names of personnel authorized to pick up mail. To ensure prompt delivery, two regular mail pickups should be made daily. Send the designation letter to the postmaster of that post office, (superintendent of the substation) servicing the activity. This is required to identify the persons authorized to sign for registered, certified, or insured mail. Satellite DRMOs will forward controlled mail to DRMO Central for processing.

C2.5.1.2. Overseas DRMOs - In addition to the above, make arrangements and establish procedures in overseas liaison offices for delivery or pickup of US and host country mail. (Use an acceptable form for registering certified, insured, or registered mail.)

C2.5.1.3. Guidelines on Suspicious Mail. US Mail/packages are currently being screened by the United States Postal Service.

C2.5.1.3.1. The following could be considered “suspicious”.

C2.5.1.3.1.1 Mail that has protruding wires, strange odors or stains.

C2.5.1.3.1.2 Mail that appears to contain any kind of “powder-like” substance.

C2.5.1.3.1.3 Mail with no return address.

C2.5.1.3.1.4 Oddly shaped packages or mail of an unusual size.

C2.5.1.3.1.5 Mail marked “personal” or “confidential”.

C2.5.1.3.1.6 Mail addressed to a “title” but not a name.

C2.5.1.3.1.7 Mail that simply does not seem legitimate or is suspect.

C2.5.1.3.1.8 Mail with excessive postage.

C2.5.1.3.2. Isolate the parcel in a sealed plastic bag, if possible.

C2.5.1.3.3. Contact Security.

C2.5.1.3.4. Keep others away.

C2.5.1.3.5. Keep calm.

C2.5.1.3.6. Wash hands with soap and hot water immediately if an item has been handled that contains any “suspicious substances.”

C2.5.1.4. Processing Mail.

C2.5.1.4.1. Receive all incoming mail. Refuse to accept classified mail or documents unless directed to do so by DRMS-O.

C2.5.1.4.2. Record certified, registered, and insured mail on a spreadsheet.

C2.5.1.4.3. Date stamp, on a selective basis, mail on which the time of receipt and/or dispatch may have a legal or monetary significance, e.g., bids, claims, contracts, etc.

C2.5.1.4.4. Sort and suspense mail filed in due date sequence for communications requiring an answer as follows (file suspense copies in due date sequence)

C2.5.1.4.4.1 Controlled mail (mail requiring action from a higher authority, containing suspense date, or requiring other action/information by a specified time).

C2.5.1.4.4.1.1 At a minimum, route all controlled mail through the Central DRMO Chief. The Chief may require all mail to be routed through his/her office.

C2.5.1.4.4.2 Uncontrolled mail

C2.5.1.4.4.2.1 Action Officer must request extension of due date from originator, if suspense cannot be met.

C2.5.1.4.4.2.2 Prepare response on official letterhead; accomplish appropriate coordination and obtain signature. Completed correspondence may be scanned and e-mailed

to the recipient.

C2.5.1.4.5. Mail Designee.

C2.5.1.4.5.1 Date stamp; make official file copies.

C2.5.1.4.5.2 Mail official response unless requestor advises electronic response is adequate.

C2.6. Publications and Forms.

C2.6.1. Requisitioning Host and Hard-Copy DRMS Publications.

C2.6.1.1. The Organizational Requirements Clerk (ORC).

C2.6.1.1.1. Must determine the need for local host publications or host country publications.

C2.6.1.1.2. ORC requests publication according to Inter-service Support Agreement (ISA) and maintain suspense until filled.

C2.6.1.1.3. The DAISY C-A-T (Codes and Terms) Pocket Reference can be ordered by e-mailing DRMS 4160 Publications. It can also be found online at **CAT Book** <<https://www.drms.dla.mil/gov/publications/index.shtml>>.

C2.6.2. Requisitioning Forms.

C2.6.2.1. Numbered forms that cannot be accessed on Adobe Forms must be ordered from stock.

C2.6.2.2. An index of stocked forms (including placards, certificates, labels, etc.) that can be obtained through formsodr@dlis.dla.mil can be found at <<https://www.drms.dla.mil/gov/publications/suppdocs/stockedforms.pdf>>.

C2.6.2.2.1. According to DLIS-I 5000.1, DRMS field activities will not contract for, or request from the host activity, any commercial printing or procurement of commercial forms. DRMOs are required to use existing numbered forms, including overprinting of existing forms, to the maximum extent possible. This includes use of local installation forms when appropriate.

C2.6.2.2.2. Order serialized forms (such as the Standard Form 97) by e-mail through: formsodr@dlis.dla.mil. RTD Colored Stickers can also be ordered at this address. E-mail messages must include Publication Account Number (PAN), DRMO name and address, and the form number, title, NSN and quantities required. Furnish courtesy copy of the e-mail to the requester.

C2.6.2.2.2.1 Place one copy of e-mail message in a suspense file pending receipt of the order.

C2.6.2.2.2.2 DD Form 1348, Issue Release/Receipt Document, will be shipped with the forms ordered to include any information of back orders, partial orders or if the complete order has been filled. Forward forms to requester and discard any suspense copies.

C2.6.2.2.2.3 Emergency requests are processed by DLIS-RW, DSN 661-5934 or 661-4975 FAX: 661-4237.

C2.6.2.2.2.4 The majority of the forms used by DRMS/DRMO are located in Adobe Forms or on DRMS internal web page, under “tech support.”

C2.6.2.2.2.5 Problems encountered with the forms program should be e-mailed to forms@dlis.dla.mil or call DSN 661-4867.

C2.6.2.2.3. Templates of the Official Visitor badges can be obtained through DRMS Disposition Process Management Business Support Office. The templates will not be posted on DRMS Web pages for security purposes. The templates represent source information for the following forms.

DRMS Form 1960 - Sales Badge; Mar 2007.

DRMS Form 1961 - RTD Badge; Mar 2007.

DRMS Form 1962 - Turn In Customer Badge; Mar 2007.

DRMS Form 1965 - Other - Special; Mar 2007.

C2.6.2.2.3.1 Future requests for the Visitor Badge templates must be sent to DRMS 4160 Publications <4160Publications@dla.mil> from Area Managers in encrypted e-mail format to help prevent impersonation and tampering.

C2.6.3. Standard Form 97, Control and Usage.

C2.6.3.1. The Central DRMO will designate a responsible individual to order SF 97s and ensure DLA Form 595; Receipt for Accountable Property by DLA Recipients (or similar form used by Host) is completed and returned to the source of supply. Due to the sensitivity of this form, store unused SF 97s in a locked container at all times until issued. For RCP transactions that require issue of an SF 97, RCP liaisons will electronically submit a DRMS Form 200 to DRMS-O which contains the information for completion and issue of the SF 97. The form will be mailed to the recipient from DRMS-O.

C2.6.3.1.1. Numbering. The SF 97 is pre-numbered and cannot be duplicated.

C2.6.3.2. Preparation. The SF 97 is self-explanatory and will be prepared by distribution personnel. If mailed, the form will be released through a traceable system (registered, return receipt requested, certified, etc.) See below for

guidance on preparing ahead of time and handing to customer when transaction is complete. (This is the preferred approach for sales transactions.)

C2.6.3.3. For donation actions provide/forward SF 97s to the screener at time of pickup/transport.

C2.6.3.4. Any vehicle that is to be transferred does not require a SF 97.

C2.6.3.5. When a vehicle is donated to a state, issue a SF 97 to the state for furnishing to the subsequent donee, as required. The accountable forms control will show the issue to a state.

C2.6.3.6. Mixed-Ownership Government Corporations. Mixed-ownership Government corporations, such as the National Railroad Passenger Corporation (AMTRAK), are not eligible to carry U.S. Government license tags on their vehicles. These vehicles must be registered under applicable state laws by the Mixed-ownership Government corporations. Therefore, the corporations require the issuance of a SF 97 as evidence of title for use by state motor vehicle registration officials. Furnish a SF 97 when a vehicle is transferred to any of the following mixed ownership Government corporations:

C2.6.3.6.1. AMTRAK.

C2.6.3.6.2. Central Bank for Cooperatives and Regional Banks for Cooperatives.

C2.6.3.6.3. Federal Land Banks.

C2.6.3.6.4. Federal Intermediate Credit Banks.

C2.6.3.6.5. Federal Home Loan Banks.

C2.6.3.6.6. Federal Deposit Insurance Corporation.

C2.6.3.6.7. The Rural Telephone Bank.

C2.6.3.7. Sales.

C2.6.3.7.1. Prior to the actual sale, complete and file the vehicular information required on the SF 97, including the odometer disclosure statement.

C2.6.3.7.2. Issuance of Standard Forms (SF) 97. Headquarters, Defense Reutilization and Marketing Service, J-362, will issue required SF 97 to the sales commercial venture contractor. HQ DRMS, J-362, will not issue a SF 97 to any agent or sub-purchaser of any purchaser. DRMS' legal relationship is solely with our original purchaser. Complete the transferee block of the SF 97 using information in Block 6 of DRMS Form 1427.

C2.6.3.8. There are two items that must be hand printed, not typed. The first is the “Transferor’s Name (Seller)”, after “I” and the second is the “Transferor’s (Seller) signature and title” box, at the very bottom of the form. The original copy of the form goes to the transferee (Buyer).

C2.6.3.9. Log or Register. A log or register for each SF 97 is required to account for all SF 97s. The log must show all blank SF 97s received by the DRMO/DRMS-O (RCP) and the action taken to cause the use of each SF 97 on the log.

C2.6.3.9.1. If the SF 97 is lost and cannot be traced within 30 days from release, the log will be annotated accordingly, a new form prepared and appropriate actions taken to ensure it reaches the proper destination.

C2.6.3.10. Keep a folder with the SF 97s filed in numerical sequence, in accordance with “DRMS 4160.14, Section 2, Chapter 2, Property Accounting” 630.65, SF 97, cut off at end of calendar year. Hold 2 years and retire to records holding area for 2 years and destroy.” (This guidance does not pertain to other 630.65 files used at the DRMO.)

C2.6.3.11. Attach a copy of the form to the record copy of the credit document, e.g., DRMS Form 1427, SF 123, etc.

C2.6.3.12. If requested, prepare a SF 97 for a salvage/scrap vehicle; however, do not issue subsequent SF 97s regardless of whether the vehicle is repaired. The following statement must be stamped or typed on the top of the form: “*For ownership only - no license is to be issued.*”

NOTE: A rubberized stamp may be purchased and used for the above statement.

C2.6.4. DLA Form 1822, End Use Certificate (EUC).

C2.6.4.1. The EUC is required to be completed by each potential recipient of Government surplus of Munitions List Items (MLI) or Commerce Controlled List Items (CCLI) and for all types of foreign excess personal property. The potential recipient must provide personal and business information and details of the final disposition and end-use of the property. The form also contains notification of the applicable laws, licensing and export requirements as well as certification statements signed by the potential recipient. Information provided is validated by the Government. If approved for the transfer, the recipient is notified of the approval.

C2.6.4.1.1. Sale bidders and other prospective barter/trade/exchange sale, demanufacturing or Return to Manufacturer potential recipients shall be required to complete and sign a EUC when desiring to receive surplus and Foreign Excess Personal Property (FEPP) that is identified as a military munitions list (MLI) or Commerce Controlled-Listed Items (CCLI)

item.

C2.6.5. DRMS Inspection Log CAMS Version

C2.6.5.1. The DRMS Inspection Log is required to be completed at all DRMS Field Activities (FA) to ensure timely and consistent oversight of the overall operational programs at the DRMOs, Centralized DEMIL Centers (CDC) , Controlled Property Centers (CPCs), and DRMS off-site storage locations (i.e., Scrap Venture locations, DRMS receipt in place locations (RIPLs), but not “generator” receipt in place sites).

C2.6.5.1.1. The DRMS Inspection Log consists of six (6) sections/areas: Safety and Emergency, Non-permitted HW Storage Area, Scrap, Usable Storage, Security and Facilities. The revised DRMS Inspection Log may be found in the Compliance Assessment Management System (CAMS).

C2.6.5.1.2. The DRMS Inspection Log can be separated by sections/process areas, when more than one employee will be performing the inspection. The CAMS is designed to generate a report based on the required frequencies (i.e., weekly, monthly, etc.).

C2.6.5.1.3. The questions are assigned to each site based on their overall operational program. If the DRMO’s operational program should change, the questions will be adjusted to accommodate the changes.

C2.6.5.2. The following DRMS Inspection Log areas/sections apply to and are mandatory for all DRMS Field Activities:

C2.6.5.2.1. Safety and Emergency

C2.6.5.2.2. Security

C2.6.5.2.3. Facilities

C2.6.5.3. Completion of the following DRMS Inspection Log areas applies only if this type of storage exists at the DRMS FA. The CAMS is designed to provide the site with the correct set of questions as they apply to their operational program.

C2.6.5.3.1. Non Permitted HW Storage Area

C2.6.5.3.2. Scrap

C2.6.5.3.3. Usable Storage Area. For example, DRMS cross-docking sites

usually do not have usable storage area(s).

C2.6.5.4. The CAMS will apply the date each report is created and electronically certified.

C2.6.5.5. Once the DRMS facility inspections have been completed, the DRMO Area Managers/Site Leaders or designees are required to:

C2.6.5.5.1. Report exactly what is found during the facility inspections by recording results into the CAMS.

C2.6.5.5.2. In order to determine if the site is in compliance, the DRMO will respond with one of three numeric responses:

C2.6.5.5.2.1 If the DRMO/site has met all requirements, respond with a “5”.

C2.6.5.5.2.2 If there are issues discovered during your inspection (not meeting one or more observation requirements) respond with a “2”.

C2.6.5.5.2.3 Respond with a “0” if the tasking doesn’t apply to the DRMO/site (not applicable to the site at the time of the report was completed.)

C2.6.5.6. If a deficiency is discovered, you will be required to:

C2.6.5.6.1. Describe the issues and record them in CAMS.

C2.6.5.6.2. Develop and implement a plan of action to resolve the problems. A plan of action will include how, when the issue was resolved and a point of contact if questions should arise.

C2.6.5.6.3. Assign a “root cause” selecting them from a pre-identified drop down list located in CAMS, i.e., if a work order is required/submitted, select “Work Order Submitted”. If the DRMO is unable to resolve the issue prior to when the electronic certification is performed by the Area Manager or designee, the action will be carried over to the next week and the DRMO is required to provide a status update (reference the work order number) until the deficiency is resolved.

Note: The requirement to record a deficiency into CAMS is for the initial report only.

C2.6.5.6.4. Select the appropriate Office of Primary Interest (OPI) if the DRMO is unable to resolve their issues (using the drop down listing located in CAMS). Not all issues require an OPI.

C2.6.5.6.5. The DRMO Area Manager or designee will electronically certify their “weekly” and “monthly” facility inspections. The DRMO will no longer be required to maintain a hard copy of the completed DRMS Inspection Log. Copies may be obtained

from the CAMS at any time.

C2.6.5.6.6. The DRMO Area Manager/Site Lead will ensure that all corrective action plans are recorded in CAMS.

C2.6.5.6.7. The DSDs will accomplish the final review of all DRMS facility inspections. The DSD Chiefs are responsible to ensure appropriate actions are being executed to address the deficiencies identified during the facility inspections, to include elevating actions to HQ DRMS, as appropriate.

C2.6.5.6.8. DRMS J-53 will support this effort by maintaining the automated system and resolve any issues related to the changes to the CAMS version of the DRMS Facility Inspection checklist questions and processing any AURA which is submitted to gain access to the CAMS. If your employees currently have access in CAMS to perform the quarterly self-assessment no other AURA will be required. If not, then the DRMO Area Manager will need to submit an AURA (DBAPP CAMS MGR (will be allowed to electronically certify the completed report in CAMS) or DBAPP CAMS General User (to record results into the CAMS).

C2.6.6. Forms Enclosure.

C2.6.6.1. See Section 4, Supplement 1, Enclosure 4 for forms used throughout this publication. The enclosures are sorted by Form Source, e.g., “DD,” Form Number, e.g., “3,” and Title “Claims Register.”

C2.7. Compliance Program (See DRMS-I 4155.1.)

The Compliance Assistance Program (CAP) and Self-Assessment are command-wide programs to assess field activity operational compliance with all DOD/DRMS regulatory and procedural guidance. Direct questions relating to the CAP to DRMS-O. Findings resulting from compliance reviews will be resolved immediately.

C2.8. Managing Workload Increases.

DRMS will when necessary, implement expedited instructions when property must move faster through the disposal system due to base closure; insufficient covered storage, workload increases, etc. The DRMO Chief will notify the respective Forward Support Team (FST), who will notify DRMS-O of those methods used and the estimated completion date.

C2.8.1. Management Techniques.

C2.8.1.1. Use compensation/overtime according to prescribed personnel policy and procedures. Work weekends.

C2.8.1.2. Split the workforce into early and late shifts, allowing for more uninterrupted work time before and after customer hours.

C2.8.1.3. Reduce relocations - warehouse large commodity quantities directly from the truck to its warehouse/outside storage location (do not locate in CV area).

C2.8.1.4. Request help from Central Chief/Forward Support Team.

C2.8.1.5. Hire temporary/intermittent labor, keeping cost in mind and for short- term only, 30-60 days, NTE 1 year.

C2.8.1.6. CONUS.

C2.8.1.6.1.1 Contact DRMS Operations Support Branch (DRMS-OLF) whether they include a request for funds or are budgeted within the FST at DSN 661-5776 with the following information.

C2.8.1.6.1.1.1 Reason for the requirement, i.e., vacancies (include personnel request action number and date of recruitment), workload surges, special projects.

C2.8.1.6.1.1.2 Anticipated number of employees, hours and duration of the requirement

C2.8.1.6.1.2 Once approved, funds will be transferred to the FST. DLIS will enter info into the BOSS.

C2.8.1.6.1.3 DRMS-POB will issue the task order.

C2.8.1.6.1.4 The Forward Support Team must notify DRMS-OLF when status of temporary positions changes, i.e., date of termination of temporary hire and date of filling permanent hire. Include in Significant Activity Report.

NOTE: Disapprovals by DRMS-OLF will contain an explanation.

C2.8.1.6.2. DRMOs Managing FEPP. For temporary/intermittent labor requests, contact the host contracting office. If the host contracting office will not provide support, contact DRMS-POB.

C2.8.1.7. Request loaned labor from host.

C2.8.1.7.1. Request loan of personnel, equipment and facilities augmentation from generating activities.

C2.8.1.7.2. When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. For diverted property, the generating activity is responsible for ensuring that the proper documentation accompanies the property.

C2.8.2. Receiving Unprocessed Receipts

C2.8.2.1. All property at a DRMS field activities must be on the accountable record (DAISY) within 5 working days of receipt. Items not entered into the accountable record will be considered unprocessed receipts. The site will designate a separate area for unprocessed items to preclude commingling of items on the DRMO accountable record or referred to CV contract. This area should be posted with appropriate signage identified as “UNPROCESSED RECEIPTS” to discourage property from being screened. Items awaiting a NIIN characteristics search for receipt processing into DAISY must be counted as DRMO unprocessed receipts. All unprocessed receipts will be worked by “first in first out” system starting with the oldest date on the DRMS Form 355. When necessary, sites are allowed to process bulk items, sensitive/pilferable or special processing type items as they are received. For information on filling out DRMS Form 355, see Section 2, Chapter 1, Logistics Program.

C2.8.2.2. Reporting: Unprocessed data may be required to be reported to HQ DRMS. Specific instructions on methodology and reporting due dates will be provided as needed.

C2.8.3 Managing Deliveries. Property that has been signed for by the receiving organization on a carrier delivery documentation system (i.e. MRO, FEDEX receipt, GBL) will be considered property of the gaining site with or without SLI/XR1 confirmation after sufficient time has been given to process the receipt and confirm quantity, condition and content. This time period will be 30 calendar days from date of receipt (NOT from the sending site's SLH date). In accordance with Defense Travel Regulation (DTR), Part II, Para G-3 and DOD 4160.21M, the receipt signature constitutes proof of delivery and constitutes conditional acceptance of the property pending inspection and verification. After 30 calendar days, the shipment receipt documentation will establish accountable custody for the gaining site. This includes accountability for missing items, count discrepancies or damage and the resulting adjustment actions (i.e. FLIPL or 39-3 initiation).

C2.8.3.1 Discrepancies: Discrepancies discovered after this period (Day 31 or later) will be accounted for IAW Chapter 2, Section 4, Supplement 2 of this regulation through a DD 200 (FLIPL) or 39-3 to be completed by the receiver. If discrepancies are identified by the receiver prior to Day 31, the sending site is required to complete any adjustment actions. Sites must establish and enforce procedures to ensure shipping documentation is accurate and shipments are received by appropriate personnel, inspected in a timely manner and that discrepancies are identified within the 30 day time frame. Disputes will be referred to Disposition Services J322 (Property Accounting) for resolution. At this time, this policy applies only to DLA Disposition Service internal shipments to include field locations, LTS and CDCs.

NOTE: When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. Diverting property will be a last resort. Encourage the generating activity to retain property in-place for disposal processing. For diverted property, the generating activity is responsible for ensuring that the property documentation is changed to reflect the physical location receiving the property.

C2.9. Memorandums and Interservice Support Agreements (ISAs).

Memorandums consist of Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs).

C2.9.1. Receipt-In-Place Memorandums.

NOTE: The term Receipt-In-Place MOU has replaced Receipt-In-Place MOA based on DRMS interpretation of the terminology in DOD I 4000.19. Existing MOAs need not be reissued as a Memorandum of Understanding.

C2.9.1.1. A MOU between the DRMO and the generating activity is required for receipt of property in-place when the DRMO is physically unable to accept the receipt or if a special circumstance creates a requirement. The MOU is executed with the Military Service/Defense Agency or with a Federal Civil Agency (FCA).

NOTE: Prior to executing a receipt-in-place MOU with a FCA, the FCA and **DLA Disposition Services Battle Creek** must have executed a Memorandum of Agreement for reimbursable services to dispose of the FCA property. Please check the DRMS External Page and choose "**Military/Government Usable Property Turn-Ins/Special Property Disposal.**" Click on **FCA MOA Information** (<http://www.drms.dla.mil/turn-in/usable/special-property-disposal-process.shtml#FCA>) to see whether a MOA for total disposition management (except PMRP) between **DLA Disposition Services Battle Creek** and the FCA has been completed. See C.2.9.6., Federal Civil Agencies below. (Updated Jan 2012)

C2.9.1.2. The MOU for receipt-in-place is a template. See Section 4, Supplement 1, Chapter 2, Enclosure 2. It may be changed by adding or deleting pertinent parts, i.e., specific property receipt responsibilities. It is important to ensure legal sufficiency remains with any additions or deletions made to the document.

C2.9.1.3. Signatures and Effective Dates: **Signature authority for MOA/MOU documents has been delegated to the DLA Disposition Services Director, Deputy Director, DSDs, and J Code Directors only. Edited March 2012**

C2.9.1.3.1. The generating activity (DOD Component/Federal Civil Agency) signs and dates the memorandum first.

C2.9.2. Receipt-In-Place Memorandums (Environmental).

See Section 4, Supplement 1, Chapter 2, Enclosure 3.

C2.9.3. Exchange or Sale Memorandums.

C2.9.3.1. When a military service is interested in an exchange or sale under the authority of the Federal Management Regulation, 41 CFR, Part 102-39, notify the DRMS Sales Branch (DRMS-BBS). DRMS-BBS prepares a Memorandum of Agreement tailored to the Military Service needs. The MOA identifies the responsibilities of each party, the cost or fee for conducting the service, and how the net sales proceeds will be transferred. The property sold under this authority is not declared excess and is not reported to the DRMO for processing through the accountable record. Generally, the DRMO is not involved in these transactions.

C2.9.4. Range Residue Memorandums.

See Template MOU, Section 4, Supplement 1, Chapter 2, Enclosures 1,2 and 3.

C2.9.5. Service Delivery Model Memorandums - Reserved.

C2.9.6. Federal Civil Agency (FCA) Memorandums of Agreement.

C2.9.6.1. Although Federal Civil Agencies can receive excess personal property for free, (except that property that is reimbursable to the generating activity), through the XcessXpress transfer program, they are not entitled to turn-in property to **DLA Disposition Services** unless they agree to pay for those services, through the execution of a **DLA Disposition Services/FCA** Memorandum of Agreement, which is executed at **DLA Disposition Services Battle Creek**. Information to provide to Federal Civil Agencies on this program is located on the **Military/Government Usable Property Turn-Ins/Special Property Disposal** page. It contains samples of the MOA template, DD Form 1144, and Economy Act Order. Click on **FCA MOA Information** under the **Military/Government Usable Property Turn-Ins/Special Property Disposal** web page. (updated Jan 2012)

NOTE: The Memorandum of Understanding (MOU) between DLA and GSA, dated January 23, 1998, authorizing receipt and processing of any Federal Civil Agency property, has expired. DRMS can no longer process FCA property under this “blanket” agreement. Each FCA must establish a separate MOA with HQ DRMS.

C2.9.6.2. The authority for DRMS to receive and process FCA property, on a reimbursable basis, is stipulated in DOD 4160.21-M, Defense Materiel Disposition Manual, Chapter 1, Scope and Applicability. Individual MOAs must be in-place before DRMOs can accept and process FCA property. If a MOA has not been established for an agency at large (e.g., Department of Labor, Forestry Department, Veteran’s Administration, etc.), refer the FCA to the web site mentioned above or contact DRMS-S.

C2.9.6.2.1. When a FCA contacts the DRMO office to turn-in property, check either

the Generator/Installation site or the DRMS Internal web page, under Business Operations. Click on “FCA MOA Status” to see if the FCA is listed on the spreadsheet. Next, check the specific AAC (equivalent to the DODAAC) that the FCA wants to use (or is on the DTID). If it is listed, property may be accepted. If not listed, refer the FCA to the DRMS home page. Have them click on “Generator/Installation.” Then, click on FCA MOA Information. This will give them an e-mail address to work directly with DRMS-S.

NOTE: Do not accept property for disposition if there is no MOA or if there is an MOA, but the AAC is not a listed AAC.

C2.9.6.3. DRMS-S will coordinate with the FCA and prepare the MOA for command signature. Once the MOA is signed, DRMS-S will add the information to the web page spreadsheet.

C2.9.6.4. Operational issues will be resolved by DRMS-O and DRMS-RF will resolve funding issues.

C2.9.6.5. DRMS-S will maintain the official MOAs and initiate any modifications.

C2.9.6.6. DRMS-RF maintains the funding arrangements.

C2.9.6.6.1. DRMS-RF will bill the FCA for services rendered through the Intra-governmental Payment and Collections (IPAC) system, according to the Transaction Activity Billing (TAB) and other rates published on the DRMS Web Site “*Generator/Installation*”.

C2.9.6.7. Turn-in requirements.

C2.9.6.7.1. FCAs will use DOD standard procedures (see DOD 4000.25-M-1 Chapter 5 and App 3.49 and DOD 4160.21-M, Chapter 3) for turn-in, receipt and handling of FCA excess property, utilizing the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID).

C2.9.6.7.2. In-Transit Control requirements, DOD 4000.25-M-1 are not applicable to FCA turn-ins.

C2.9.6.7.3. If property is received in-place, receipt-in-place MOAs are required the same as for DOD activities. See this chapter, C2.9.1 above.

C2.9.6.7.4. FCAs are required to schedule turn-ins and are responsible for delivering the property to DRMOs, both usable and scrap.

C2.9.6.7.5. FCA Hazardous property will always be received in-place.

C2.9.6.7.6. FCA property will be identified by the officially assigned Agency Address Code (AAC), the equivalent of a DODAAC. The first position of the AAC begins with 1 - 9. To verify an AAC see: web site, a For System Access Request must first be obtained at https://www.daas.dla.mil/sar/daasingq_sar.html. Validate DODAACs/AACs at <http://www.drms.dla.mil/drms/comptroller/html/interfund.htm>.

C2.9.6.7.7. Special arrangements can be made with the FCA for large quantities of like items or large items with small dollar amounts.

C2.9.6.7.8. DRMOs will refuse FCA turn-ins using the same criteria for rejecting DOD property.

C2.9.6.7.9. DRMOs will not accept and the FCA will not turn in property exempt from turn-in by DOD activities according to DOD 4160.21-M, Chapter 3.

C2.9.6.8. Receipt Processing

C2.9.6.8.1. The DTID must be filled out according to DOD 4160.21-M and will contain Disposal Authority Code (DAC) of “F” in position 64. FCA property must always be coded “1,” as it is reimbursable, if sold, even though proceeds are not returned to the FCA directly. Marketing personnel must load the General Treasury Receipt fund cite 97R2651 in the marketing menu in advance of receipts of FCA property. The property accounting receipt must reflect the 97R2651 fund cite.

NOTE: EXCEPTION: Do not code receipts of SCL P- and V-coded scrap as DAC F. Reimbursement Code = 0.

C2.9.6.8.2. An automated XS6 will be generated for Commercial Venture (CV) property to roll to Record Status Code K at End of Screening Date (ESD).

C2.9.6.8.3. Hazardous property receipts must have the required turn in document information found in DOD 4160.21-M, Chapter 3, including the funding code of “XP” in blocks 52 and 53, and additional hazardous property identification information as required in Chapter 10 of DOD 4160.21-M.

C2.9.6.9. Reutilization, Transfer or Donation.

C2.9.6.9.1. All FCA property will be screened, including hazardous property eligible for RTD, with the following exception: FCA property will not be made available to those special program organizations, who, because of enabling legislation, may only obtain DOD excess (e.g. HAP, Law Enforcement Support Office, Educational Activities, Regional Equipment, etc.).

C2.9.6.9.2. Property previously requisitioned by an FCA may be processed through the DRMS disposal system, at the turn-in rates.

NOTE: FCAs are not required to return DOD property after use - title belongs to the FCA.

C2.9.6.9.3. FCAs are required to comply with DOD DEMIL requirements.

C2.9.6.9.3.1 FCAs should be referred to the General Services Agency (GSA) for guidance.

NOTE: Property previously transferred on a SF 122 that contains a certification that the property must be returned to DRMS can be accepted, without an MOA. The FCA must provide a copy of the SF 122 with the certification. Use the DRMO DODAAC and input “Found on Post” transaction.

C2.9.6.10. Sales

C2.9.6.10.1. Proceeds from the sale of any FCA property will be transferred to the general treasury under fund cite 97R2651, unless otherwise specified by law (40 U.S.C. 485). No reimbursement of proceeds will be made directly to the FCA. See Section 4, Supplement 1, Chapter 2, Enclosure 5.

NOTE: DOD lacks statutory authority to retain fees out of sales proceeds, so DRMS must recover its costs elsewhere. The established fee structure accommodates that requirement and negates a need to negotiate such fees with each participating agency. Therefore, all sales proceeds MUST be deposited to Miscellaneous Receipts of the Treasury (97R2651 S033181) and DRMS will bill the FCA for services rendered.

C2.9.6.10.2. Sales Contract claims. FCAs are subject to costs associated with substantiated contract claims if their negligence or fault is established.

C2.9.6.11. Hazardous Property Disposal.

C2.9.6.11.1. The FCA will retain physical custody of hazardous property.

The FCA will identify their hazardous property generations according to established policies contained in DOD 4160.21-M, Chapters 3 and 10 and laws and regulations governing hazardous property.

C2.9.6.11.2. In the event of an inventory discrepancy, the FCA will research the discrepancy and provide a report according to the guidance contained in Section 2, Chapter 2, Property Accounting.

NOTE: FCAs may be financially responsible. Section 2, Chapter 2, Property Accounting.

C2.9.6.12. Hazardous Waste Service Contracts - Ultimate Disposal (UD).

C2.9.6.12.1. The FCA will define their disposal service requirements and provide a yearly estimate of hazardous waste streams that they foresee placing on DRMS HW disposal service contracts.

C2.9.6.12.2. DRMS will provide the CLIN listings to the FCA.

C2.9.6.12.3. FCA Hazardous material that fails, or is not eligible for RTDS, will be discarded as a waste and placed on a service contract for disposal.

C2.9.6.12.4. FCAs will review contract changes and modifications.

C2.9.6.12.5. The FCA is considered the “generator” for RCRA reporting purposes. DRMS will provide the FCA generator the HW data residing in the DRMS HW contract database, as needed for RCRA reporting.

C2.9.6.12.6. FCAs shall provide a designated FCA employee to act as a Contract Officer Technical Representative (COTR) during pickup of hazardous property. The COTR will be appropriately trained and will release FCA property for shipment, including signing shipping documents. (See DOT 49 CFR 172 Subpart H, Training).

C2.9.6.12.7. Abandonment and Destruction (A&D) support. Where property is not disposed by methods outlined above, property may require disposal as outlined in DOD 4160.21-M, Chapter 8.

C2.9.6.13. Demanufacturing Support. DRMS will provide contract services at the established CLIN rates in the service contract. In the event the property contains any hazardous components not covered under the demanufacturing contractor’s hazardous waste disposal authority, the components will be disposed and the FCA will be billed at the UD CLIN rate.

C2.9.6.14. Demilitarization/Mutilation Support. Demilitarization-required property and property which may require export controls will be processed in accordance with DOD 4160.28-M, Defense Demilitarization Manual. DRMS will provide this service at the established TAB rate. Property requiring Demilitarization may be shipped either by DRMS or the FCA to an alternate location.

C2.9.6.15. DOD Precious Metals Recovery Program (PMRP). This FCA MOA excludes Precious Metals Recovery. FCAs execute Interservice Support Agreements (ISAs). PM will continue to be accepted by the DRMOs with no charge, in support of the DOD Precious Metals Recovery Program, when an ISA is in place.

C2.9.7. MOA with the US Coast Guard.

C2.9.7.1. Although US Coast Guard is an agency under Department of Homeland Security, they are not required to have an FCA MOA. DRMS processes their property under a MOA that has been in place for many years. The guidelines for accepting Coast Guard property and issuing Coast Guard requisitions are contained in DOD 4160.21-M.

C2.9.8. Interservice Support Agreements (ISA). (Edited Nov 2012)

C2.9.8.1. Base Operating Supplies. Generally, an ISA or a MOA for services from the host is established at the time a disposal activity is established. ISAs define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement. Some Satellites and RIPLs operate under MOA/MOU and funds are not normally involved, but mutual agreements between the parties are created to help offset the cost of the service each provides to the other.

C2.9.8.2. In addition to utilities, two important services are security/force protection and safety/occupational health support.

C2.9.8.3. Obtain support for operating supplies from the host activity under ISA, or if more feasible or cost effective, acquire materials in the most cost- effective manner available.

C2.9.8.4. DLA Disposition Services field activities that have entered into Interservice and Intragovernmental Support Agreements (ISAs) with other United States Federal Government activities are required to conduct annual reviews with those agencies providing support. Although most agreements are negotiated for an indefinite expiration term, an annual review will ensure continued accuracy of estimated reimbursement charges. This annual review will coincide with the annual budget development process and will be accomplished prior to the end of each FY.

C2.9.8.4.1. Upon the completion of the annual review a memorandum for record must be completed. The memorandum must include the following information: date annual review was conducted, support agreement number, and name of person that conducted the annual review. DSDs must sign the memorandum and a signed copy forwarded to J-321 for upload into the eWorkplace Agreements repository.

C2.9.9. Receipt In-Place Location (RIPL) or Satellite Memorandums.

C2.9.9.1. These Memorandums are similar in nature to the Interservice Support Service Agreements, and are executed at the FST level. They outline host and RIPL responsibilities for operating a disposal activity and processing excess personal property.

C2.9.10. Precious Metals Recovery Program ISAs.

C2.9.10.1. DOD generating activities normally turn in all precious metals and precious metals bearing property to their servicing DRMO.

C2.9.10.2. Participating Federal civil agencies (FCA) are also allowed to turn in PM bearing scrap/property at no charge. The ISA allows the FCA to participate in the DOD PMRP and receive silver recovery equipment/supplies at no cost, with the agreement that any generated silver and precious metals bearing scrap is then turned into their servicing DRMOs. Participating FCAs do not get reimbursed, nor do any DOD activities get reimbursed for their participation in the DOD PMRP. The FCA's ISA agreements with DRMS are indefinite, with a 5 year review date that is performed by DRMS and the Agency. The following FCAs

have Interservice Support Agreements (ISA) with DRMS:

C2.9.10.2.1. Department of Transportation.

C2.9.10.2.2. Library of Congress.

C2.9.10.2.3. NASA.

C2.9.10.2.4. Department of Energy.

C2.9.10.2.5. Department of Treasury.

C2.9.10.2.6. Department of Justice.

C2.9.10.2.7. Department of Health & Human Services.

C2.9.10.2.8. Department of Agriculture.

C2.9.10.2.9. Department of the Interior.

C2.9.10.2.10. Department of Labor.

C2.9.10.2.11. Indian Health Services.

C2.9.10.3. Questions from generators about their ISA's can be referred to Hazardous and Scrap Policy Branch (DRMS-BCP), who will forward related questions to DRMS-C, if required. Neither FSTs nor DRMS-BCP provide copies of the ISA's to the FCA. If any requests come from FCAs for copies of their ISA's, refer them to their Agency Headquarters.

C2.10. Minute Samples.

C2.10.1. Customer Examination.

C2.10.1.1. There may be occasions, when customers may be allowed to examine items more comprehensively than can be accomplished by mere on-site inspection or through the written description.

C2.10.2. Approval Required.

C2.10.2.1. On a case-by-case basis, and at no expense to the Government, DRMS-O in conjunction with DES Battle Creek DRMS-WS and DRMS-BCP (and BCD when property is assigned other than DEMIL Code A) will evaluate and provide concurrence/non-concurrence on any proposed sampling of hazardous property. The FST Facilitator will provide DES Battle Creek DRMS-WS and DRMS-BCP/BCD with the information identified below.

NOTE: Care should be exercised to determine what constitutes "minute." Sample quantity will be the minimum volume required to adequately determine the characteristics of the property and will be based on the total quantity available.

C2.10.2.2. DRMOs will submit the following information to the FST Facilitator.

C2.10.2.2.1. DTID.

C2.10.2.2.2. NSN.

C2.10.2.2.3. Unit of Issue.

C2.10.2.2.4. Quantity on Hand.

C2.10.2.2.5. Condition Code and judgment of true condition.

C2.10.2.2.6. DEMIL Code.

C2.10.2.2.7. HM/HW.

C2.10.2.2.8. Electronic Pictures.

C2.10.2.2.9. Type Disposition (Sales, RTM, etc).

C2.10.2.2.10. Customer name.

C2.10.2.2.11. If applicable, who draws the sample.

C2.10.2.2.12. Transportation Arrangements.

C2.10.2.2.13. Written concurrence from the Host Health or Industrial Hygiene Office.

C2.10.3. Transportation.

C2.10.3.1. If approved, DRMOs can utilize transportation, through the host, of a sample when the customer provides his/her account number for FEDEX, UPS or other overnight express or the sample can be shipped C.O.D.

C2.10.4. Hazardous Property.

C2.10.4.1. Samples of chemicals, oils or other hazardous property must be handled according to applicable local, state and federal and international laws and shipped/physically transported according to Department of Transportation (DOT) or international standards. DRMOs do not open containers containing HP; however, pre-packaged samples may be given, if approved. If a customer wants a sample from an unopened container, the customer is responsible for taking the sample with his/her own adequately trained personnel. The customer is responsible for taking the samples using adequate sampling protocols (e.g., proper PPE, SW846 or equivalent sampling methods, etc.).

C2.10.4.2. The DRMO must provide a Material Safety Data Sheet (MSDS) for hazardous materials. If the sample is a hazardous waste, a waste profile sheet must be provided. Samples of DEMIL-required or B or Q property will only be provided with the approval of DRMS-O in coordination with DRMS-BCD. Sales

stipulation: Whenever a sample is furnished to a prospective sales customer, the DRMO must advise that the property is not being sold by sample in accordance with Sale by Reference, Part 1, Condition 2, Condition, and Location of Property, last sentence.

C2.10.5. Certification.

C2.10.5.1. All customers (i.e. sale, recycler, etc.) physically taking or receiving a sample must sign the following certification:

Figure 2 - Certification for Taking or Receiving a Sample

<i>"I _____ (print name) am taking this sample at my own risk and expense. This sample will be handled in accordance with all local, state, federal and/or international laws. "</i>			
<i>Nomenclature</i>	<i>NSN, if applicable</i>	<i>Qty</i>	<i>IFB and Item Number (if applicable)</i>
<i>Signature and Date</i>			

C2.10.5.2. This information must be kept in an official file (i.e. Sales IFB folder with the Form 103, recycling folder, etc.).

C2.11. **Testing Electrical Items.**

C2.11.1. Restrictions.

C2.11.1.1. Electrical items, regardless of condition, will be tested only by using a device that totally isolates the operator from the equipment and the electrical source. The testing area must be dry and protected from the elements. Before any testing is done, an area should be approved by DES Battle Creek DRMS-W. The following procedures will permit DRMO employees and customers to safely test items:

C2.11.1.2. Limit functional testing of property to common type items such as vehicles, office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.

C2.11.1.3. Items with Supply Condition Code F or better, and Disposal Code 9 or better may be tested. Items with codes less than these will not be tested. All testing of electrical items must be performed with an approved ground fault circuit interrupter (GFCI), regardless of coding. For installation and use of the GFCI contact, the host/DES Battle Creek DRMS-WH safety specialist.

C2.11.1.4. Neither customers nor DRMO employees will otherwise modify an item so it becomes dangerous to test or operate.

C2.11.1.5. DRMO personnel will be present when customers are conducting the tests to ensure the safety standards are followed.

C2.12. Testing Vehicles.

C2.12.1. Restrictions.

C2.12.1.1. Let customers attempt to start vehicles that can be safely started; however, vehicles may not be test-driven. To avoid pilferage, maintain strict key control. DRMO personnel should accompany customers when possible; otherwise keys may be loaned to customers in return for their valid driver license.

C2.13. Chain Of Command Photos and DRMS Logos.

C2.13.1. Photos.

C2.13.1.1. Each Central DRMO/Satellite/RIPL will prominently display chain of command at the public entrance, inside the Central DRMO/Satellite/RIPL.

C2.13.1.2. The DLA/DRMS logo will also be displayed in this area. (Color 8x10 photos of the DRMS logo are available from the DRMS Public Affairs Office).

C2.13.1.3. Protocol for display is highest to lowest, left to right. Each photo will be an 8x10 head shot and displayed in identical frames. Contents of display are as follows, no additional pictures are to be included.

C2.13.1.3.1. President of the United States.

C2.13.1.3.2. Secretary of Defense.

C2.13.1.3.3. Director, Defense Logistics Agency.

C2.13.1.3.4. Commander, Defense Reutilization and Marketing Service.

C2.13.1.3.5. Director/Commander, DRMS-O.

C2.13.1.3.6. Forward Support Team.

C2.13.1.3.7. DRMO Chief.

C2.13.1.3.8. Site Manager (as appropriate).

C2.13.1.4. Forward Support Team and DRMO Chiefs are responsible for providing their own photos.

C2.13.2. The DLA/DRMS Logo.

C2.13.2.1. The logo will also be displayed in this area. (Color 8x10 photos

of the DRMS logo are available from the DRMS Public Affairs Office).

C2.14. **Telecommunications Support.**

C2.14.1. Requirements.

C2.14.1.1. DRMS Telecommunications management specialists will provide DRMO technical assistance to evaluate telecommunications for regular and special requirements such as:

C2.14.1.1.1. Public Address Systems.

C2.14.1.1.2. Administrative Radio Systems.

C2.14.1.1.3. Radio Frequencies.

C2.14.1.1.4. Paging Systems.

C2.14.1.1.5. DSN service.

C2.14.1.1.6. Cell Phone equipment and service.

C2.14.1.1.7. Calling Cards.

C2.14.1.1.8. Video Conferencing.

C2.14.1.1.9. Net meeting service.

C2.14.1.1.10. ETN/NIPR Lease circuit requirements.

C2.14.1.1.11. Hardware infrastructure - initial and upgrades.

C2.14.2. Administrative Visits.

C2.14.2.1. Telecommunications management specialists will periodically visit DRMOs for the purpose of reviewing telecommunications costs and upgrading equipment.

C2.14.3. Long Distance Telephone Service.

C2.14.3.1. Use of distance telephone services is outlined in the DLIS-D 4640.1.

C2.14.3.2. Make most long distance telephone calls to all DOD activities using the DSN system. Make most calls to non-DOD and other activities not having DSN service using Federal Telephone System (FTS). If the DSN and FTS long distance telephone services are not available, or when urgent conditions preclude their use, make long distance commercial toll calls. Make such calls

direct-distance-dialed station-to-station if possible.

C2.14.3.2.1. The DRMS Telecommunications Control Officer validates FTS and cell phone charges.

C2.14.3.2.2. The DTS Approving Officer is to require the traveler to provide a telephone report with his/her travel voucher, if/when charging local/long distance charges to his voucher.

C2.14.4. DRMOs are responsible for:

C2.14.4.1. Ensuring that only authorized official telephone calls are made using Government telephone facilities that the duration of all telephone calls is kept to a minimum, and that commercial toll calls are made only under conditions listed in paragraph C2.14.3.2. above.

C2.14.4.2. Maintaining a record on DLA Form 633 of all commercial long distance toll calls to reconcile charges and confirm necessity.

C2.15. Facilities, Equipment and Supplies.

C2.15.1. Physical Facilities.

C2.15.1.1. The provisions of physical facilities, their maintenance and improvement, and their layout are integral parts of operations and management of the DES Battle Creek Engineering/Equipment Services (DRMS-WRI). Program for facility deficiencies (see DRMS-I 4270.1, Facilities Improvement Programs, 16 Jan 97 and DRMS-I 4270.2, Facilities Management, 16 Jan 97, for specific guidance). DRMS-WRI will ensure that the management, including maintenance and repair, of facilities occupied by their field activities under Inter Service Agreements (ISAs) is according to applicable directives.

C2.15.1.2. The DRMS Field Activity Area Manager, DEMIL Center, or Controlled Property Center (CPC) Chief, or designee(s), will conduct monthly walk around facility inspections. Inspection results of the Buildings, Exterior Surfaces (e.g., storage areas, parking lots, scrap areas, etc.) and Supporting Facilities (e.g., fencing, scales, docks, etc.) shall be recorded. Facility repairs not performed by the Host or Disposal Service Director (DSD) /DRMO should be elevated through the DSD to their respective HQ DRMS component office as a potential facility project. HQ DRMS will forward to DES-WRI as a viable facility project for inclusion into the DLA Sustainment, Restoration and Modernization (SRM) database and subject to DRMS Command approval and funding.

C2.15.1.3. Report facilities identified as being inconsistent with Occupational Safety and Health Act (OSHA) Standards (see DLAD 5025.30, DLA One Book, Safety).

C2.15.1.4. DRMS will not plan for the construction of storage tanks as part of the conforming storage program. Further, DRMS activities will not be involved with operation of storage tanks that hold material for disposal. DRMS will provide "in place" processing of contents of storage tanks, as has been done historically, when the contents are a DRMS responsibility (see DOD 4160.21-M, Chapter 10, for specific guidance).

C2.15.1.5. DRMO Central will plan its and the assigned Satellites layout to facilitate safe, systematic and orderly flow of property (e.g., individual workstations, and placing material at a working height off the floor). Adapt the facilities and equipment to best suit the physical layout based on the types of property received (e.g., portable receiving stations, holding areas for receiving, trouble items). See DRMO Model Layout, Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 1.

C2.15.2. Facilities Planograph.

C2.15.2.1. Planographs are scale drawings of storage areas (open and covered). DRMO Central will prepare a floor plan for its facility and its assigned Satellite DRMOs. Indicate all permanently allocated space (e.g., support columns, offices and washrooms). This plan will be developed into a warehouse planograph and displayed prominently. Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 2.

C2.15.2.2. Prepare the planograph to store property by considering and identifying the following areas:

C2.15.2.2.1. Receiving.

C2.15.2.2.2. Processing.

C2.15.2.2.3. Unprocessed Receipts.

C2.15.2.2.4. Batchlotting.

C2.15.2.2.5. Trouble Items/Rejected Items awaiting pick-up.

C2.15.2.2.6. Storage.

C2.15.2.2.7. RTD.

C2.15.2.2.8. Sales/Commercial Venture, when appropriate.

C2.15.2.2.9. Hazardous.

C2.15.2.2.10. Demanufacturing.

C2.15.2.2.11. Pilferable/Sensitive.

C2.15.2.2.12. Demilitarization Challenges.

C2.15.2.2.13. Property requiring Demilitarization.

C2.15.2.2.14. Special Interest Programs.

C2.15.2.2.15. Foreign Military Sales.

C2.15.2.2.16. Scrap.

C2.15.2.2.16.1 Bin.

C2.15.2.2.16.2 Bulk.

C2.15.3. Location Numbering System.

C2.15.3.1. The Site Location code is a two-position field. The first position should be the DRMO's Property Location RIC (PLR) suffix, e.g., C as in SVKC. The second position should be # for property/scrap received in place, otherwise use an alpha or a numeric in the second position. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 11 - Site Location Code Example.

C2.15.3.2. The Storage Location code is a combination of nine alpha numeric characters that identifies the location of property within the boundaries of the site, i.e., C020426B4. Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 7.

C2.15.3.3. Inside location numbering system. Determine the storage aid requirements at the DRMO prior to the final drawing of a planograph. Property will normally be placed in racks permitting two or three levels of storage, if load-bearing capacity of floors, environmental concerns and safety regulations permit. Adjust the requirements any time increased space use can be achieved. Make every effort to assure adequate visibility of property. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachments 3-6.

C2.15.3.3.1. All nine characters of the storage location may not be required for certain types of property. One example is a machine stored in the bulk storage area. The location is identified by the first seven characters (building, bay, aisle and stack) of the location number. The remaining two characters (level and compartment) are not needed for bulk storage.

NOTE: Warehouseman: note the location of the property being placed into storage, with the exception of property being placed in a batchlot in block 10 of the DD Form 1348-1A. That storage location is subsequently input to the property accounting system. The location is reflected in various output products.

C2.15.3.4. Outside location number system.

C2.15.3.4.1. Striping and Numbering Techniques. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 7.

C2.15.3.4.2. Alternative Striping Technique. T-shaped grid perimeter markings may be utilized in bulk storage areas where justifiable by local conditions and approved by the FST manager. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 8.

C2.15.3.5. Place barcode storage location label on each location. For each location, use a pattern that permits immediate recognition of the specific storage site.

C2.15.3.6. Mark the warehouse and open storage areas to identify storage locations, as shown on the planograph. Identify the locations by striping and numbering the storage areas (warehouse floor or improved open storage) as reflected on the planograph. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 7 for techniques for striping improved (surfaced) storage areas and numbering both improved and unimproved storage areas. Make all warehouse floor markings according to this chapter and DLAD 5025.30.

C2.15.3.7. Each storage location must have a description pattern that will permit immediate recognition of the specific site. As the planographs are drawn, establish the location numbering pattern.

C2.15.3.8. The following storage location numbering identification pattern will be drawn on the planographs.

C2.15.3.8.1. Identify each building within the DRMO facility's layout with an alpha character "A" through "K" as needed. The letter "L" may not be used for identifying a building or area.

C2.15.3.8.2. Identify all outside storage areas with an alpha character "M" through "Z" as needed.

C2.15.3.8.3. Identify each bay of a building and each section of an outside area with a numerical character "01" through "99" as needed. Begin numbering the bays of a building or sections of an outside area left to right, or bottom to top, in consecutive order.

C2.15.3.8.4. Identify each working (cross) aisle within each bay or section with a numerical character "01" through "99." Working aisles are those from where material is placed

into and removed from storage. Working aisles are of two types" transportation aisles, running the length of the building; and cross aisles, running across the building. Begin numbering "01" each cross aisle in each bay or section, and continue in consecutive order left to right or bottom to top of the planograph.

NOTE: Main aisles are not numbered unless they are also working aisles.

C2.15.3.8.5. Identify each stack on a working aisle with a numerical character, "01" through "99" as needed. All odd stack numbers, i.e., "01, 03, 05" will be on the right side of the aisle. All even stack numbers, i.e., "02, 04, 06" will be on the left side of the aisle. Begin numbering stacks left to right or bottom to top, as shown in the drawing on the following pages.

C2.15.4. Signage.

C2.15.4.1. Visual identification of the DRMOs is very important to customers. Faded, peeling, and sloppy signs should be repaired or replaced. Assure that subject signs are as follows:

C2.15.4.1.1. Compatible with the architecture (i.e. size, color, configuration) of the host installation signage system. The idea is that our signage should not look any different than the hosts'. Many installations no longer use emblems on their signage due to cost considerations and to reduce confusion to the passing motorist during the brief time they have to assimilate the information while driving past signs.

C2.15.4.1.2. If the host no longer uses emblems, then we shouldn't use any either. If host signage still uses emblems, then ascertain what height in inches their standard allows.

C2.15.4.2. Elements for subject sign are DRMO name, DRMS emblem, and building number.

C2.15.4.3. For DRMOs located on a DLA installation, the DRMO name is predominate in size on the sign.

C2.15.4.4. Locate the sign adjacent to or in the vicinity of the DRMO Administration office.

C2.15.4.5. Only one sign per site. Identification signs of this size and detail are not to be located at remote areas. Smaller size signs, without the DRMS emblem, could be considered in those cases.

NOTE: If a DRMS emblem is required for subject sign, request it via e-mail addressed to [DRMS EMBLEMS](#). Include the quantity as well as the height in inches, required by the host standard. The emblems are centrally ordered and distributed by DES Battle Creek, DRMS-W.

C2.15.5. Weigh Scales.

C2.15.5.1. Truck Scales.

C2.15.5.1.1. DRMOs will arrange inspections of platform, truck, and railroad scales at a frequency not less than annually and more often if required by State and local laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. DRMOs will initiate the action to obtain the services of a qualified scale inspector, and to request repair action when needed.

C2.15.5.1.2. Weighing Scrap at Receipt. Weigh scrap at time of physical receipt in the DRMO using DRMS Form 146, an electronic weigh ticket or the DTID.

C2.15.5.1.3. Estimated weights may be used. The official direction for estimating scrap weights, when scales are unavailable is located in DOD 4160.21-M, Chapter 3, Scrap Accounting. If scales are not available for weighing receipts of scrap, notify the Forward Support Team of the situation. The FST should notify the DRMS-O Facilitator of the problem, who will determine, in conjunction with the FST, whether to involve the DRMS-W in considering procurement of a weigh scale.

C2.15.5.1.4. Dispositions of scrap for sale, demanufacturing, etc. Scrap must be weighed to provide accurate accounting and reconciliation with the accountable record.

C2.15.5.1.5. Variations should not exceed 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and underages will be processed in accordance with Section 4, Supplement 2, Chapter 2. Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records.

C2.15.5.1.6. To reduce potential for compromise of tonnage/pounds weighed, do not accept contractor-provided weight tickets. Request weight tickets be mailed or faxed directly from the commercial scale house to the DRMO.

C2.15.6. Precious Metals Scales.

C2.15.6.1. Obtain calibration of gram scales used to weigh V-coded SCLs from a certifying authority whenever the scale is suspected of not weighing correctly. Calibrate scales at least once every 12 months. For the purposes of this paragraph, calibration is defined as any method or technique utilized by a certifying authority to check a scale's accuracy. Maintain records of the calibration in the DRMO files.

C2.15.6.2. Accomplish calibration of the Ohaus Scale Corporation Model 1119D in use at most DRMOs as follows:

C2.15.6.2.1. Test the accuracy of scale operation by verification of zero-balance capability and comparison of scale counterweights to manufacturer's specified weights on a quarterly basis. Conduct and document this test with use of DRMS Form 1727, Ohaus Scale

Testing Verification (Model 1119 D).

C2.15.6.2.2. Include as a minimum, calibration certification of the scale counterweights by a certifying authority.

C2.15.6.2.3. Coordinate the method or technique acceptable for calibration of other gram scales in use at DRMOs with DRMS-W equipment specialist.

C2.15.6.2.4. Certify and calibrate scales and weights according to state and/or local regulations.

C2.15.7. Vehicles.

C2.15.7.1. DRMS-O and their field activities are users of administrative use motor vehicles on an "as required" basis under inter-service or inter-agency agreement and allowances will not be established. Authority for rental on a continuing basis is not delegated to DRMS-O; however, they may authorize rental of vehicles on a one-trip basis.

C2.15.7.2. Basic policies and procedures to be followed by DRMS-O are prescribed in Joint Travel Regulation (JTR), Volume 2, and DOD 4500.36-R, Management, Acquisition and Use of Motor Vehicles. See the following JTR paragraphs: C6101 Temporary Duty Status; C6157 Use of Privately Owned Automobile in Lieu of Government-Owned Automobile for Temporary Duty Travel; and C8200 Mileage Allowances (see DLAR 5000.1, Travel, 6 Dec 88).

C2.15.7.3. Establish approved requirements according to this instruction for host activity motor vehicle services on recurring dispatch (full-time use) when negotiating or reviewing administrative and logistic support agreements. DRMS-O contacts with GSA are restricted to obtaining rates and determining availability of vehicles until such time as rental has been approved by the DES Battle Creek DRMS-W. Full-time-use vehicles are considered only after all criteria established in DOD 4500.36-R fail to satisfy transportation requirements. When it has been determined that rental authority is necessary to provide adequate and economical transportation, submit requests to DES Battle Creek DRMS-W for approval.

C2.15.7.4. Work to home/home to work use of Government owned vehicles, including situations immediately before or after temporary duty, is not authorized for DLA employees without the approval of the Secretary of Defense (see DOD 4500.36-R, Chapter 4).

C2.15.8. Property Accountability and Responsibility (DRMS-Owned Property).

C2.15.8.1. Each DRMS field activity is responsible for the safeguarding and proper use of accountable property within their control.

C2.15.8.2. There are two types of inventory listings. These include the DPAS Hand Receipt listing and the DRMO local inventory listing.

C2.15.8.2.1. The DRMS Property Book is the entire collection of all the accountable property for DRMS combined. The hand receipts are just portions of what makes up the entire property book. The DRMS Property Book will consist of all property valued at \$5,000 and over (including cameras).

C2.15.8.2.2. Individual assets, including those that were acquired as part of a bulk purchase, and those that do not meet the current accountable property threshold of \$5,000 or more, shall not be recorded in DPAS. This includes information technology (IT) equipment. Exceptions are assets considered pilferable, classified, controlled, or sensitive as defined by other regulatory guidance.

C2.15.8.2.3. The DRMS Property Book also consists of all facilities. These facilities are identified in the following categories:

C2.15.8.2.3.1 General warehouse.

C2.15.8.2.3.2 Conforming storage.

C2.15.8.2.3.3 Administrative.

C2.15.8.2.3.4 MHE shed.

C2.15.8.2.3.5 Open unpaved storage.

C2.15.8.2.3.6 Open paved storage.

C2.15.8.2.3.7 Open covered storage.

C2.15.8.2.3.8 Security fencing.

C2.15.8.2.3.9 Security lighting.

C2.15.8.2.3.10 Parking lots.

C2.15.8.2.3.11 Liquid storage.

C2.15.8.2.3.12 Scrap bins, etc.

C2.15.8.3. The DRMO local inventory will consist of all government owned assets that are in the DRMO possession valued below \$5,000, which is not listed on the DRMS Hand Receipt Listing. Any equipment may be listed in quantity vs. individually, i.e. 23 each 2 cu yd hoppers, 23 desk chairs, 28 modems, 4 microwaves, 7 refrigerators. This inventory listing must be presented to the APOR

who is conducting an on-site inventory, or returned with annual inventory validation.

C2.15.8.4. In compliance with DLAM 5335.1 and DLAD 4160.9, the DRMS Property Book Officer (PBO) is delegated to appoint each DRMO Central Chief as the Accountable Property Officer Representative (APOR) for their assigned DRMO, Satellites and RIPLs. This authority cannot be delegated.

C2.15.8.4.1. The Central DRMO Chief in turn will appoint a Hand Receipt Holder (HRH) and alternate (AHRH), and forward a copy of the Memorandum for Record and signature card (DD Form 577) to:

DES Battle Creek, WRF
ATTN: DRMS APO
74 Washington Avenue North
Battle Creek, Michigan 49037-3084

A signature card is also required for the Central DRMO Chief. The DRMO APOR has restricted authority to approve equipment transactions affecting his/her local internal inventory listing only. The DRMO APOR may only approve pickup, turn-in and transfer of equipment on his/her local inventory list and this list must be maintained with complete accuracy and audit trail (document register). This authority does not include major Information Technology (IT) hardware.

C2.15.8.4.2. DRMO Chiefs wanting to requisition property for DRMO use, that has been received onto a DRMOs inventory are to prepare and send written request to the DES Branch for approval/disapproval from the Accountable Property Officer via e-mail at [DESBCAPO](#) which is on the DRMS Global e-mail address. For IT and MHE Equipment, request must go through prior approval with the directorates described below.

NOTE: DRMOs are not required to provide other DRMOs a Letter of Authorization. The approval from the DRMO APOR is sufficient verification.

C2.15.8.4.2.1 IT asset request must be e-mailed to [J6Basset](#) which is on the DRMS Global e-mail address, for approval prior to contacting the DES Branch for approval/disapproval from the Accountable Property Officer.

C2.15.8.4.2.1.1 Once the DRMO receives the requisition number from the APO, documentation must be sent back to the [DESBCAPO](#) mailgroup. Ensure that the serial number, make, model and manufacture's date information is included.

C2.15.8.4.2.2 All request to withdraw MHE from the DRMO must include a DD Form 1348-1A, DLA Form 1475 for equipment over \$100,000 or DRMS 2025 for equipment under \$100,000, and a copy of the original DD Form 1348-1A turn in document where the generator originally turned the item in to the DRMO. All required documents are to be provided to the DES-WRI Equipment Manager. If the transaction is approved, the 1348-1A along with the other backup documentation will be forwarded to the DRMS Accountable Property Officer.

C2.15.8.4.2.2.1 The DRMS APO will issue a document number and return to the DRMO point of contact. If the transaction is not approved the Equipment Manager will contact the requesting DRMO.

C2.15.9. Hand Receipt Holder (HRH).

C2.15.9.1. Sign the hand receipt and assume responsibility for property on their hand receipt account.

C2.15.9.2. Maintain a record (hand receipt file) and supporting documentation of all property assigned to the activity.

C2.15.9.3. Maintain a local DRMO property listing with supporting documentation for all minor-non-expendable assets that is not accountable for on the hand receipt.

C2.15.9.4. Maintain a copy of the last signed inventory and an audit trail of addition and deletion transactions affecting the hand receipt file.

C2.15.9.5. Conduct a 100 percent joint physical inventory of DRMS-owned property annually or as requested by the PBO. Validate, sign and return the annual inventory received from the DRMS PBO.

C2.15.9.6. Conduct a 100 percent physical inventory of DRMS-owned property when there is a change of hand receipt holder or alternate. Validate, sign and return the annual inventory received from the DRMS PBO.

C2.15.9.7. Do not transfer accountable property between hand receipt holds without prior approval of the DRMS PBO.

C2.15.9.8. Ensure all assets are listed on the DRMS Hand Receipt and that the information is correct.

C2.15.9.9. Use the DRMO DODAAC to withdraw and turn-in equipment not controlled by the DRMO PBO. Do not, at any time, withdraw or turn-in accountable property from the disposal account without prior approval of the PBO.

C2.15.9.10. Submit requests for credit card purchases over and above the authorized limit, in memorandum format for approval. Document authorization number of the PBO. Send the PBO confirmation receipt/information within 3 business days of purchase.

C2.15.9.11. Do not exchange/replace or sell any DRMS/DRMO property without prior notification and approval of the PBO. This must be done in accordance with public law, Title 41, Public Contracts and Property Management,

Chapter 101.

C2.15.9.12. Submit requests (DD Form 1349-1A/2) to the DRMS PBO for approval to withdraw equipment from the disposal account, and ensure it is added to the hand receipt account.

C2.15.9.13. Submit for approval of the DRMS PBO DD Form 1348-1A/2 for turn-in of excess and unserviceable equipment.

C2.15.9.14. Establish and maintain a control register and a suspense file of all equipment transactions (requests, turn-ins, inventory adjustments and investigations).

C2.15.9.15. Maintain locator records for effective control of equipment.

C2.15.9.16. Ensure that all property is properly identified.

C2.15.9.17. Report any loss or damage of accountable property to the DRMS PBO according to DLAR 7500.1. Use DD Form 200.

C2.15.9.18. Safeguard property and report missing items to the DRMS PBO.

C2.15.9.19. Report all MHE that is excess to operational needs to DES Battle Creek DRMS-W.

NOTE: For detailed instructions of DRMS-owned equipment accountability, refer to Property Accountability Procedures for DRMS/DRMS Overhead Operating Equipment Desk Top Reference, located on the DRMS internal Comptroller website.

C2.15.10. Equipment Management.

C2.15.10.1. DLAD 5025.30, DLA One Book, Support Equipment Acquisition Process, provides guidance for the effective management of all DRMS operating equipment, as implemented. Equipment data is reported monthly through the EMAC system.

C2.15.10.2. Do not transfer property that is in a DRMO Disposal Inventory account to the DRMO operating account using a hand receipt. A requisition (DD Form 1348-1A/2) must be processed by the DRMS PBO. The DRMS PBO will obtain DRMS-O, DRMS-RB and DES Battle Creek DRMS-W concurrence prior to approval.

C2.15.10.3. Do not issue property on either the inventory or operating account of the DRMO for personal use by any DRMO employee.

C2.15.10.4. Submit operating equipment requirements (with justifications) to DES Battle Creek DRMS-W for review and authorization.

C2.15.10.5. Submit equipment requiring HQ DLA approval and/or funding requirements according to DLAD 4500.36 and DLAI 4500.36. Report equipment required by OSHA Standards and equipment on hand, not in conformance with OSHA Standards, according to DLAD 5025.30.

C2.15.10.6. Submit PMRP equipment requirements (with justifications) to DRMS-O according to Section 2, Chapter 7 - Scrap.

C2.15.10.7. Provide a written estimate to DES Battle Creek DRMS-W of MHE repairs in excess of \$2,500. A fund citation will be provided with approvals. The DRMO is required to provide the DES Battle Creek DRMS-W Resource Analyst a copy of the repair invoice within 3 days of purchase.

C2.15.10.8. For repairs \$2,500 and below, the DRMO is authorized to utilize the GPC card. See this chapter, C2.16.

NOTE: DRMOs must supply DES Battle Creek DRMS-W with a detailed list of repairs and costs for minor repairs (\$2,500 and below) for input into EMACs.

C2.15.10.9. Requests for unfunded repair requirements must be coordinated with DES Battle Creek DRMS-W for payment consideration.

C2.15.11. Requisitioning and Disposing of Minor (non-controlled) Equipment.

C2.15.11.1. DRMO Central will determine the need for additional/replacement of non-controlled equipment or identify equipment excess to the DRMO requirement (see DLAD 4500.36 and DLAI 4500.36). If additional/replacement equipment is required:

C2.15.11.2. Prepare 3 copies of DLA Form 1312; submit one copy of the request to DRMS-R (Office of Comptroller), and one copy along with other documentation to DRMS-RB.

C2.15.11.2.1. File copy in suspense pending receipt of approval/disapproval.

C2.15.11.2.2. If equipment is identified as excess to DRMO needs --

C2.15.11.2.2.1 Prepare DD Form 1348-1A and forward to DRMS-RB.

C2.15.11.2.3. File a suspense copy pending receipt of approval/disapproval.

C2.15.11.3. If GPC card is to be used, use established procedures or call the DRMS Accountable Property Manager, DSN 661-7222.

C2.15.12. Requisitioning Minor Equipment through Host Base Supply Officer.

C2.15.12.1. DRMO Central will coordinate with host base supply to determine local ordering procedures and to ascertain availability and access to GSA catalogs and Federal Supply Schedule.

C2.15.12.2. Coordinate with host finance and accounting office to determine procedures for local fund certification on order documents.

C2.15.12.3. Negotiate applicable ISAs.

C2.15.12.4. Research GSA catalogs and Federal Supply Schedule for required equipment and request minor equipment, with a line item value of less than \$5,000, according to host base supply office procedures.

C2.15.12.5. Review and consolidate equipment requirements including any unfunded equipment requests from previous year.

C2.15.12.6. Develop DRMO funding authorization levels.

C2.15.12.7. Provide funding levels to DRMS-RB for inclusion in budget data call and distribution for the following fiscal year.

C2.15.12.8. Provide funding authority, to include appropriate object class (see DLAD 4500.36) to host finance office.

C2.15.12.9. Host will forward info copy of fund certification to DRMO Chief.

C2.15.12.10. Requisition minor equipment/supplies using fund certification provided.

C2.15.12.11. Submit a copy of all equipment receiving documentation to base supply office upon receipt to clear their document requester and a copy to the DRMS Accountable Property Manager/Accountable Property Officer.

C2.15.12.12. Maintain accountability of the equipment according to DRMS-RB policies.

C2.15.12.13. Confirm charges with 500E ISA report and submit a monthly funds status report to DRMS-R no later than the 5th working day of the month.

C2.15.12.14. Forward information copy of funds status report, submitted by the DRMO to DRMS-R.

C2.15.12.15. Review monthly information copy of Funds Status Report

from DRMS-R to ensure that minor equipment requests are within the guidelines established by this procedure.

C2.15.12.15.1. Do not exceed funding authority without prior coordination and approval from DRMS-R.

C2.16. Government-wide Purchase Card (GPC).

C2.16.1. Primary Method.

C2.16.1.1. Government-wide Purchase cards are the primary method for purchasing supplies, equipment, furniture and other items needed at the DRMO and at HQ DRMS. These cards are issued through US Bank. See DLAD 5025.30 (DLA Government Purchase Card Program in the One Book).

C2.16.1.2. Only approved employees are allowed to become Government Purchase cardholders. The DRMO Chief or supervisor nominates the candidates to HQ and the employees are required to successfully complete testing requirements before it becomes official.

C2.16.1.3. Types of purchases that can be made with the Government Purchase card:

C2.16.1.3.1. Paper, pens, toner, mouse pads.

C2.16.1.3.2. Refrigerators, microwaves, coffee pots (with prior approval).

C2.16.1.3.3. Office furniture and equipment (chairs, fax machines).

C2.16.1.3.4. Promotional Items (kept at a certain dollar limit).

C2.16.1.3.5. Safety shoes, safety glasses.

C2.16.1.4. There are many benefits of using a Government Purchase card:

C2.16.1.4.1. On-line purchases.

C2.16.1.4.2. Purchase items by telephone or over the counter.

C2.16.1.4.3. Quick payment produces quarterly rebates.

C2.16.1.4.4. Cap on spending limits, which limits cardholder's authority.

NOTE: Government Purchase card procurement of non-expendable equipment must have an authorization/requisition document number assigned by the DRMS APO before procurement can be made.

C2.16.1.5. Purchases other than routine office supplies must have written pre-approval one level above the individual requesting the supply/service. If the purchase is for the first line supervisor, the individual does not require higher approval.

C2.16.1.6. Web sites associated with the GPC card:
<https://www.drms.dla.mil/drms/intranet/index.htm> - Click on Yellow “Training” Tab, then choose “Procurement” under Training.

C2.17. Packaging, Crating and Handling (PC&H)

C2.17.1. Procedures.

C2.17.1.1. PC&H will be completed by the DRMO as required in most cases. If PC&H cannot be completed by the DRMO, for example, when property is received in-place, payments will be made in accordance with established ISA or by DRMS MIPRs. In those cases, Central/Satellite DRMOs should contact DRMS-RB to arrange for issuance of a MIPR.

C2.17.1.2. Central/Satellite DRMO personnel are encouraged to pack, crate and load authorized DOD requisitioners property at no charge, when they possess the proper equipment, are properly trained for the task and can accomplish the task safely. However, Central/Satellite DRMO personnel should not block, brace, tie-down or otherwise secure the load to the vehicle.

C2.17.1.3. While DRMS is authorized to recover packing, crating and loading costs from requisitioner's not authorized to use the DRMS fund citation, common sense in billing customers should prevail. If the administrative cost of billing the requisitioner is likely to exceed the recovery, do not bill the requisitioner.

C2.18. Transportation.

C2.18.1. Fund Cites.

C2.18.1.1. DRMS funds transportation for the following types of property; reutilization, CV sales, precious metals, DRMO-2-DRMO, Humanitarian Assistance Program, Demil, Controlled Property (JSNBC), National Guard Excess Equipment Program, and Controlled Property Centers.

C2.18.1.2. Disposition Services sites are responsible to ensure the correct fund cite is used for the billing of transportation charges and listed on the documents used/turned in for transportation. Operational questions should be addressed to DRMS-J411.

NOTE: The use of the centralized fund citation relieves the Central/Satellite DRMO from assuming the cost of transportation as an operating expense. Any other payment form will most likely result in the Central/Satellite DRMO account being charged for transportation.

C2.18.1.3. Special attention should be focused on the probable usable life of property shipped. Generally, the condition code annotated at turn-in is a benchmark indicator; but Central/Satellite DRMO personnel should rely on experience and common sense to determine if the listed condition code is accurate and render transportation funding decisions accordingly.

C2.18.1.4. All DRMS property will be shipped surface, using the most cost effective mode of transportation. If reutilization property is required to be shipped by air or expedited, the DRMS activity will request customer prepare and forward a statement that property is required as mission essential. All other property (i.e. Demil/PM/JSNBC) will be shipped surface. No DRMS property will be shipped by air or expedited without the DRMS J-30's approval on a DRMS Form 1836. All arrangements for transportation will be accomplished by the defense depot or local transportation office.

C2.18.1.5. When property is requisitioned through a military service ASO, DRMS is responsible for payment of transportation costs. This includes Army, Navy, Marine, Air Force, all Defense agencies, MARS, CAP, DOD contractors and MWRA.

NOTE: When a MWRA submits a requisition through a military accountable property officer, DRMS must pay transportation cost. However, if the MWRA requisitions property directly from a Central/Satellite DRMO, the MWRA is responsible for payment of transportation costs and must provide a fund citation prior to shipment of the property.

C2.18.1.6. Transportation for property requiring shipment by organizations not authorized use of the DRMS fund citation (federal agencies and donees) and must be funded by the receiving agency or unit. When an organization not authorized DRMS transportation funding requests shipment of property, Central/Satellite DRMOs should secure the agency or unit's fund citation. Complete the „ship to“ and „bill to“ addresses on the requisition and forward a cost of the requisition with the property to the host's transportation office. Inform the transportation office to follow billing instructions provided by DRMS.

C2.18.1.7. LESO customers are responsible for removing or making arrangements for shipment. Provide a copy of the DD Form 1348-1A and GBL information to the applicable LESO when shipment is complete.

C2.18.1.8. For property received in place, not stored at the DRMO, arrange transportation from the property's location not the DRMO. Notify the property custodian of the shipment details to include shipping date, carrier, and required

documentation. The property custodian will ensure that all documents are attached to the property and sign for release to carrier for shipment.

C2.18.1.9. For Small Arms Serialized Weapons and/or parts, DLA Disposition Services sites will provide instructions and shipment location to CDC Anniston to generating activities.

<http://www.drms.dla.mil/turn-in/usable/sasp-turnin-process.pdf>

C2.18.1.10. DRMOs overseas may use the APO/FPO system if it meets their requirements.

C2.18.1.11. DRMOs should attempt to arrange for no cost or low cost transportation whenever possible. Examples of no cost or low cost transportation are organic (in-house) transportation services provided by National Guard or reserve units and unit pick-up. Walk-in customers should pick-up their property. Customer must sign as having received the requisition. See Section 2, Chapter 5 for detailed instructions.

C2.18.1.12. DRMOs may deliver the property to the local transportation office for shipment or arrange for pick-up. This depends on the capabilities of the DRMO, size of the property, type of property (HP), amount of property and location of property.

C2.18.1.13. DRMS-BA will review all transportation billings monthly to ensure that all transportation charges are billed to the correct fund citation. Discrepancies will be corrected by DRMS-BA. Transportation billing for air shipments will be forwarded to the Region Directors to verify approval was received by the DRMO Area Manager.

C2.18.2. Reutilization.

C2.18.2.1. Prudence in ordering transportation services benefits both DRMS and our customers. While DRMS directly funds transportation costs associated with reutilized property, reutilization customers should be reminded that yearly Service Level Billings (SLB) recoup these costs. In other words, while individual units do not pay for reutilization transportation, their Service is billed.

C2.18.2.2. Procedures

C2.18.2.2.1. Locate property and match it against the requisition. See Section 2, Chapter 5.

C2.18.2.2.2. DRMOs shall interrogate DAISY to ensure that like property in like or better condition is not available closer to the requisitioner. See Section 2, Chapter 5 - Reutilization (RTD).

C2.18.2.2.3. Transportation costs that exceed **\$500 and property to be shipped by air or expedited require approval by the DRMO Area Manager. Document approvals on the DRMS Form 1836.**

C2.18.2.2.4. Approvals for shipments over 10,000 pounds, property to be used as target practice, transportation cost exceeds present value, or property requires special handling will be approved by the DRMS-Transportation Officer. Document and obtain approvals on the DRMS Form 1836.

C2.18.2.2.5. Transport property or arrange for the transportation. Provide the required number of copies of the requisition to the transportation office. Ensure the correct fund citation is listed on the Requisition.

C2.18.3. Sales Shipments.

C2.18.3.1. All surplus RCP sales property will be transported to the Commercial Venture contractor's locations at DRMS expense. Materiel will be turned over to the local transportation office or defense depot for shipment.

C2.18.3.2. RCPs will only ship to one of the two CV contractors' warehouses as directed by the Sales Contracting Officer.

C2.18.3.3. RCPs will ensure that the correct line of accounting is annotated on the DD Form 1348-1A/2 for RCP property.

C2.18.4. Precious Metals.

Also see Section 4, Supplement 2, Chapter 7. Scrap Program, Enclosures 1 through 6.

C2.18.4.1. The Precious Metals Recovery Program reimburses DRMS for costs incurred to recover precious metals. All transportation costs, including expedited parcel post shipments are funded by DRMS.

C2.18.4.2. Precious metals will be held on site for PM contractor pick-up as directed by DRMS-BCP. Requests for PM shipments must be forwarded to DRMS-BCP for approval.

C2.18.4.2.1. All PM in Europe will be shipped to DRMO Jacksonville, FL., as directed by precious metals shipping matrix in Section 4, Supplement 2, Chapter 7, Enclosure 5 - *Shipping Instruction for Precious Metals Bearing SCLs.*

C2.18.4.2.2. All PM in the Pacific Theatre will be shipped to DRMO Lewis, WA., as directed by the precious metals shipping matrix in Section 4, Supplement 2 - Enclosure 5 - *Shipping Instruction for Precious Metals Bearing SCLs.*

C2.18.4.2.3. Generating Activities may be requested to ship PM directly to a designated collection site or DRMO and a fund cite will be provided (as directed by DRMS-BCP).

C2.18.4.3. Property approved for shipment will have transportation cost charged to the PM fund cite. The DRMS PM fund cite is monitored by DRMS-BA.

C2.18.4.4. Forward copies (signed for by the transportation office) of all DD Forms 13481A/2 and shipment documents to the destination DRMO.

C2.18.4.4.1. For shipment receipt validation, the SLH/SLI procedures apply.

C2.18.5. Hazardous Property.

C2.18.5.1. If a requisition for hazardous property/waste is received, DRMS may fund transportation if the cost of the shipment is equal to, or less than, the cost of ultimate disposal. All cost comparisons should be documented on the DRMS Form 1836, regardless of the weight or intended use.

C2.18.5.2. If a request for HP is communicated to the DRMO by a donee or a transferee, but a requisition is never submitted, DRMS may consider paying transportation costs if the sale is unsuccessful and the cost of transportation is equal to or less than the disposal cost.

C2.18.5.2.1. Procedure for non-DOD customers:

C2.18.5.2.1.1 After reutilization and sale attempts are unsuccessful Central/Satellite DRMOs may contact potential customers to see if they are still interested, can provide their own transportation, and if so, offer the hazardous property to them.

C2.18.5.2.1.2 If the customer cannot provide transportation, DRMOs must contact DRMS-O and provide written cost/benefit information. DRMS-O must approve the shipment at DRMS cost.

C2.18.5.2.1.3 If the customer can provide transportation but requests reimbursement, the DRMO must obtain prior approval from DRMS-O.

C2.18.5.2.1.4 The billing charges must be submitted to the Central/Satellite DRMO. The Central DRMO Chief should forward the bill, with the justifications attached, to DRMS-RF for payment. If required, verification will be made with the Transportation Officer, DRMS-BA.

C2.18.6. Shipments to DEMIL Centers.

C2.18.6.1. DRMS funds transportation costs for the shipment of DEMIL property to DEMIL Centers. The DEMIL fund citation will be used for

transportation charges.

C2.18.6.2. DRMOs will contact the local transportation office to coordinate shipment of DEMIL property to DEMIL Centers. This includes property located at the DRMO and property received in-place.

C2.18.6.2.1. For oversized property, i.e., aircraft, tanks, etc., DRMOs will obtain prior approval for shipment from DRMS-BA.

C2.18.6.2.2. In accordance with DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement," all truckload shipments of DEMIL property will be secured with a seal (DOD approved) prior to departing from the DLA Disposition Services site/shipping location. Seal number should be annotated on the CBL. Both the CBL number as well as the seal number should be passed on to the receiving DEMIL Center. Upon arrival at the DEMIL Center, DLA Disposition Services employees will verify the seal number on the truck with the one listed on the CBL. If the seal number is different, the DEMIL Center will contact the DLA Disposition Services Transportation Officer with the CBL number, carrier, and seal number on the truck. Carriers may remove seal in case of emergency, only if authorized by the TO who issued the CBL. The carrier should ensure a replacement seal (DOD approved) is placed on the truck and the new seal number is listed on the CBL, a date/time replaced, and the reason for replacement. Missing, broken, or improper seals are a failure by the carrier to provide correct equipment. A carrier non-performance report will be completed by the TO who issued the CBL, with a copy to the DLA Disposition Services TO. Seal application by the shipper does not constitute a request for Exclusive Use of the Trailer. All Less-than-truckloads of DEMIL property shipped will not require seals. (Edited Oct 2012)

C2.18.7. Medical Items.

C2.18.7.1. Property will be prepared and turned over for movement as requested.

C2.18.7.2. Central/Satellite DRMO should use the HAP line of accounting for payment of all transportation charges unless directed differently by DRMS-O.

C2.18.7.3. For shipments of property located in DRMS Operations (DRMS-O) the GSA signature on the SF 122/123, required by the 41 CFR, Chapter 101, will serve as authorization to release medical devices to transfer and donations customers.

C2.18.7.4. GSA has no authority for OCONUS DRMOs receiving FEPP.

C2.18.8. Shipments from DRMO to DRMO.

C2.18.8.1. RIPLs and Satellites shipping to Central Satellites will use the correct program cost code. See Section 2, Chapter 1 - Logistics Program. This cost code will also be used for special projects (i.e., DRMS or higher directed issues, such as IR Property) and consolidation shipments (i.e., non-BRAC storage

impacts, etc).

C2.18.8.1.1. DRMO Equipment Movement

C2.18.8.1.1.1 When a requirement exists to ship DRMS operating equipment/property from one DRMO to another, the DRMO shipping the equipment/property will contact the local Traffic Management Office (TMO) and request a transportation cost estimate. Submit a written request for transportation funding along with the estimated cost to transport to DES Battle Creek DRMS-W. Take the written authorization, the appropriate fund citation and the dollar amount allocated for that shipment provided by DES Battle Creek DRMS-W to the servicing TMO with the shipment request.

C2.18.8.1.1.2 The DRMO will file a copy of the DD Form 1348-1/1A and the Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL).

C2.18.9. Misshipments.

C2.18.9.1. Occasionally, unique transportation requests arise for which DRMS may fund transportation. An example would be rectifying a mistake that occurred during **the shipment process. Once the facts of the discrepancy have been obtained, reviewed and approved by the appropriate office, forward the information to DRMS-BA for action. These requests for transportation funding must be approved by DRMS-BA.**

C2.18.9.1.1. DRMS-BA will provide the shipping or disposition instructions and line of accounting.

C2.18.9.1.1.1 Once the instructions for re-shipment have been obtained, the DRMO will contact the local transportation office to arrange movement.

C2.18.9.1.1.2 Validation for shipment may be obtained, if required.

C2.18.10. Foreign Military Sales (FMS).

C2.18.10.1. FMS customers are responsible for most transportation costs and FMS shipments are sent out on a collect payment basis. Transportation arrangements will be made by the DRMO or by the supporting Transportation Office.

C2.18.10.2. DRMS-BBR (Reutilization Branch/Foreign Military Sales) will identify exceptions to this rule as they arise. Transportation of sensitive and other critical FMS shipments will be coordinated between DRMS-BBR and the purchasing country. For these shipments DRMS-BBR will provide separate instructions and funds citations. In case of doubt, contact DRMS-BBR for instructions. Transportation arrangements will be made with the depot or local transportation office.

C2.18.10.2.1. Send small items on collect basis via FedEx or other parcel service to designated freight Forwarder, unless otherwise directed by DRMS-BBR.

C2.18.10.2.2. Send less than truckload shipments on collect basis via common carrier to designated freight Forwarder, unless otherwise directed by DRMS-BBR.

C2.18.10.2.3. For larger than truck load shipments fax Notice of Availability (NOA), DD Form 1348-5, to freight forwarder or other designated address, unless otherwise directed by DRMS-BBR. NOA recipient will provide shipping instructions or advise of pick-up date.

NOTE: If shipping instructions are not received within 15 days after NOA is faxed, follow up with freight forwarder and notify DRMS-BBR.

C2.18.10.2.4. For sensitive (DTC 8) property and hazardous material (HAZMAT) property, DRMO must ensure that property is released in accordance with all applicable regulatory requirements. Preferred option is to let the supporting Transportation Office accomplish Notice of Availability and property shipment processes.

C2.18.10.3. Arrange shipment with the Transportation Office. Ensure a copy of the DD Form 1348-1A and the 1348-5, if appropriate, is included with the property when it leaves the DRMO for inclusion with the shipment. The “Ship To” block on the DD Form 1348-1A will normally provide shipping instructions, unless otherwise provided by DRMS-BBR via e-mail.

C2.18.10.4. Receive copy of the DD Form 1348-1A signed and dated by the transportation office.

C2.18.10.5. Receive copy of completed shipping documents (DD Form 1348-1A) plus a copy of the Bill of Lading from Transportation Office. Distribute copies as follows:

C2.18.10.5.1. One copy to DRMS-BBR (fax to DSN 661-4213).

C2.18.10.5.2. One copy for source document.

C2.18.10.6. On rare occasions, property may be transferred on a no-fee basis. DRMS-BBR will provide appropriate instructions on a case-by-case basis

C2.18.11. FedEx Option.

C2.18.11.1. The DRMO may use FedEx ground services for the movement of certain property. This is only an option of service, and not a requirement for DRMOs to use. After the establishment of a FedEx Ground account number, DRMOs can input shipment data, arrange for the pickup, and trace the property if required.

C2.18.11.1.1. The following guidelines must be followed when using FedEx ground service:

C2.18.11.1.1.1 DRMS-BA will liaison with the FedEx government representative and establish account numbers for DRMOs who have requested to use FedEx ground service.

C2.18.11.1.1.2 DRMS-BA will provide procedures to ship, track, and review reports using FedEx ground. As this system is web based, the instructions are also listed on the FedEx web site, which is: <<http://www.fedex.com/us/>>.

C2.18.11.1.1.2.1 DRMOs can only use FedEx ground services and not any other express services (i.e., Overnight, Standard Express).

C2.18.11.1.1.2.2 The use of the FedEx Ground service is restricted to reutilization property only.

C2.18.11.1.1.2.3 The weight cannot exceed 150 pounds per package.

C2.18.11.1.1.2.4 The condition codes of the property are limited to A through D.

C2.18.11.1.1.2.5 The priority of the property are limited to 1 through 8.

C2.18.11.1.1.2.6 There can be no hazardous material shipped.

C2.18.11.1.1.2.7 The DRMO must prepare, package, and label the shipment.

C2.18.11.1.2. All FedEx invoices for service will be forwarded to DRMS-BA. DRMS-BA will manage the FedEx billing for all DRMOs. All DRMOs using FedEx ground will forward to DRMS-BA shipment data for each piece of property shipped. This data will include requisition number, weight, destination, and estimated shipping cost. Reports are due weekly. Forward the information NLT the Monday following the reporting period (Monday through Friday). Transportation issues, concerns, and discrepancies can be forwarded to the e-mail address group: DRMS Transportation Issues

C2.18.12. **Shipments to DRMS Hubs**

C2.18.12.1. The DRMS Transportation Office (TO) coordinates the transportation for the movement of property from impacted sites to DRMS hubs; movement of MUT property to the contractor in Bicknell, IN; movement of B&Q property to LTS Columbus; movement of the cammo nets/body armor to CDC Tucson; movement of rolling stock vehicles (frozen FMS) to the staging areas; and other property as required.

C2.18.12.2. DRMS Transportation Office will forward the Commercial Bills

of Lading (CBL) and shipment instructions NLT 48 hours to customers and DSRs prior to truck's arrival at pick up destination. However, CBL's may be forwarded to the customers/DSRs within the 48hrs due to specific circumstances. The DRMS Transportation Assistant will communicate with the DSR and customer to ensure all parties are updated on delays/issues.

C2.18.12.3. The loading activity will verify the load with the CBL to ensure accuracy of all property being loaded and shipped to destination. The loading activity will verify the driver's CDL and company identification prior to loading property. Driver must have a copy of the CBL with him/her upon arrival.

C2.18.12.4. After completion of property being loaded onto conveyance, both the loading activity and driver will sign CBL. The loading activity will put a seal on trailer (van) if required and will annotate the serial number of the seal on the CBL. A signed CBL copy will be provided to the driver and the original CBL will be retained at the loading activity. Receiving DRMS hubs will forward at least on a weekly basis signed copies of the CBLs for their hubs to DRMS J-30 Transportation. CBLs are legal transportation documents that obligate DRMS funds and must be maintained IAW DLA file regulations.

C2.18.12.5. Receiving DRMS hubs will annotate on the CBL, the driver time-in/time-out at the DRMO and not just on base. Verification of the number of pieces unloaded will be conducted by the receiving DRMS personnel and will sign the CBL accepting the property. DRMS hubs will accept all shipments inbound. Any shortages/damages will be annotated on the CBL by DRMS receiving personnel. Any issues with the unloading (i.e., safety) DRMS J-30 Transportation will be notified.

C2.18.12.6. In accordance with DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement all truckload shipments of DLA Disposition Services property will be secured with a seal (DOD approved) prior to departing from the DLA Disposition Services site/shipping location. Seal number should be annotated on the CBL. Both the CBL number as well as the seal number should be passed on to the receiving DLA Disposition Services field activity. Upon arrival, DLA Disposition Services employees will verify the seal number on the truck with the one listed on the CBL. If the seal number is different, DLA Disposition Services personnel will contact the DLA Disposition Services Transportation Officer with the CBL number, carrier, and seal number on the truck. Carriers may remove seal in case of emergency, only if authorized by the TO who issued the CBL. The carrier should ensure a replacement seal (DOD approved) is placed on the truck and the new seal number is listed on the CBL, a date/time replaced, and the reason for replacement. Missing, broken, or improper seals are a failure by the carrier to provide correct equipment. A carrier non-performance report will be completed by the TO who issued the CBL, with a copy to the DLA Disposition Services TO. Seal application by the shipper does not constitute a request for Exclusive Use of the Trailer. (Edited Oct 2012)